XEROX®

User Guide
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Xerox 6204
Wide Format Solution

User Guide

Vers. 2.0

XEROX®

Prepared by:

Xerox Corporation
Global Knowledge and Language Services
800 Phillips Road, Bldg. 0845-17S
Webster, NY 14580
USA

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1 Before Using the Machine

This chapter contains descriptions about how to use this document, as well as cautions on using the product safely and legally.

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Preface

Thank you for selecting the Xerox 6204 Wide Format Solution. It provides high quality, low cost 600 dpi monochrome printing, copying, and scanning. The machine also includes a high-performace embedded controller, and produces prints and copies at 4 D's (A1) per minute, with an option for 5 D's (A1) per minute. It can print on bond, vellum, tracing paper, and film roll or cut sheet media up to 36 inches (914 mm) wide.

The scanner, which comes with the Copier/Printer configuration of the machine, is mounted on top of the printer and accepts documents up to 38 inches (965 mm) wide and scans image widths up to 36 inches (914 mm). The combination of the scanner and printer functionality together with the other components of the Xerox 6204 Wide Format Solution, results in a 600 dpi monochrome copier/printer that has one of the world's smallest footprints.

This guide provides all the necessary copy/print/scan operating procedures, and maintenance information such as how to clear paper jams, regular care of the machine, setting various options, and precautions.

Please read this guide thoroughly to obtain the best performance from this product. After reading this guide, be sure to keep it handy for quick reference on how to perform different operations or solve a problem with the machine.

In this manual, the Xerox 6204 Wide Format Solution may be called the machine, the Xerox 6204 Wide Format, or the Xerox 6204 WF depending on space considerations. See the next page for the names of the two models.

July 2005

Xerox Corp.

Xerox 6204 Wide Format Solution series

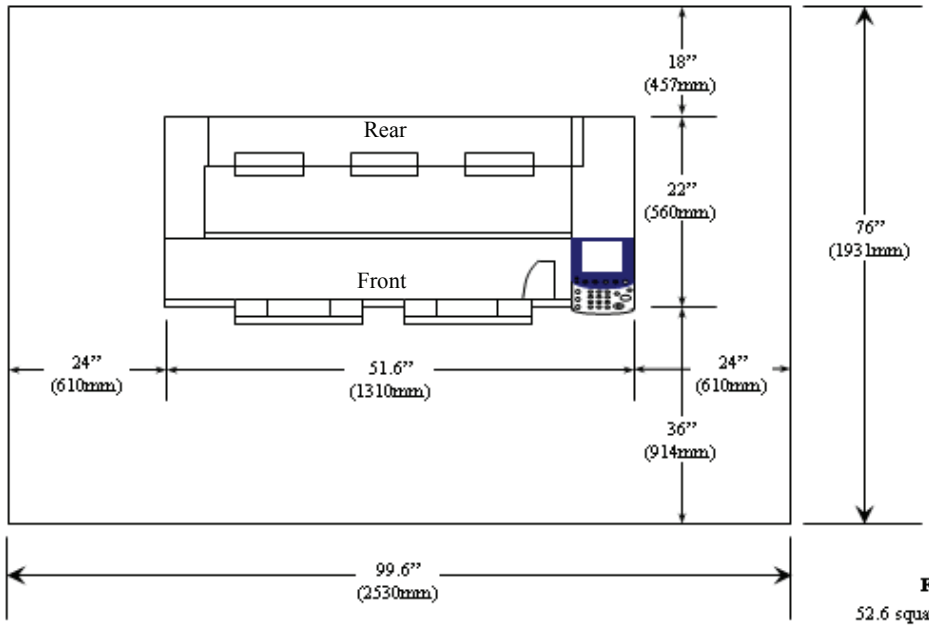
The Xerox 6204 Wide Format Solution series has two models as follows:

	Name	Notes
1	Xerox 6204 Wide Format Copier/ Printer (WFCP)	This model has copy/print/scan functions.
2	Xerox 6204 Wide Format Printer (WFP)	This model has only print functions.

Benefits:
The Xerox 6204 Wide Format Solution provides 600 dpi monochrome printing, copying, and scanning (Copier/Printer model) at 2.36 ips (60 mm/s). The net result is a high-quality, low-cost printer/copier with one of the world's smallest footprints.

Space Requirements:

The machine has ventilation holes on both sides of the rear panel. Ensure that the machine is installed with a minimum clearance of 18 inches (457 mm) from the rear vent to the wall. The accompanying diagram shows the minimum clearances required for normal operation, consumables replacement, and maintenance to ensure your machine operates at peak performance. Your Xerox representative will provide the support for the proper installation of the machine.



Floor Space Requirements
52.6 square feet minimum required
Optional document catch tray requires an additional 14.9" (378mm) clearance at the rear of the machine.

Related Information Sources and CD

This section describes the guides provided with the machine.

Guides Supplied

We provide the following guides to help you make optimum use of the machine.

Included Manuals

Several manuals are included with this product. They are referred to as accompanying manuals.

These accompanying manuals include descriptions of the configuration and operation of the product.

The manuals listed below are included with the machine.

■User Guide (This Document)

This guide describes all the necessary steps for copy/print/scan operations, clearing paper jams, daily care, setting the various options, and safety information. This Guide is provided in PDF form on the CD.

■Quick Start Guide

Often referred to as the "Quick Reference Guide," this guide introduces the main features of the machine, as well as the basic operating instructions. This guide is provided in PDF form on the CD.

■CD-ROM (Xerox 6204 WF Utilities)

The CD that is provided with the machine also gives information on these utilities:

Note • The exact grouping of items will depend on the model you are having installed. For example, the Xerox 6204 WF Printer (only) model does not have scan capability.

- **Printer Driver:** The printer driver is software that enables you to print on the machine from your computer.
- **Scanner Driver:** The scanner driver is software that enables you to import data that has been scanned into the machine to your computer.
- **Xerox 6204 WF Scan Service:** This is software that enables you to import scanned data on the machine to your computer without using application software.
- **Xerox 6204 WF Utilities Help:** The information in the Help utility describes procedures to install the printer driver, the scanner driver, and to configure the print settings.

Guides for Optional Accessories

Optional accessories are also available for the machine. User Guides are provided with the optional accessories exclusively for the Xerox 6204 Wide Format Solution. These User Guides are referred to as "guides for optional accessories". Guides for optional accessories are provided in two forms, either printed or as online help.

Guides for optional accessories describe all the necessary steps for operating optional accessories and installing software.

Using This Guide

This section describes the organization of this guide.

This guide has been produced for people who operate the Xerox 6204 WF Solution on a regular basis. When using this guide, read the chapter related to the specific operation you are performing for a broader understanding of the process.

Prerequisite Knowledge

This guide assumes that the operator has a basic knowledge of the operating environment of the personal computer in use, networking environments, and how to operate a personal computer.

For information about the environment of the personal computer in use, basic knowledge of networking environments, and how to operate a personal computer, refer to the manuals provided with the personal computer, operating system, and network system.

Organization of this Guide

This guide consists of the following chapters:

- **1 Before Using the Machine**

  Describes how to use this guide, as well as cautions on using the product safely and legally.

- **2 Product Overview**

  Describes basic information such as identifying the major components, how to switch the machine on and off, how to use the touch screen, how to set the power saver feature, usable paper media, cautions when handling paper media, and how to load paper media.

- **3 Copy**

  Describes the copy features available on the [Copy] screen.

- **4 Scan**

  Describes the scan features available on the [Scan] screen.

- **5 Stored Programming**

  Describes the stored programming feature.

- **6 Computer Operations**

  Describes operations performed from a computer, such as printing, and importing scan, as well as using Print Services on Web.

- **7 System Administration**

  Describes how to use the system settings.

- **8 Machine Status**

  Describes the machine status feature.

■ **9 Maintenance**

Describes procedures for replacing consumables, and cleaning the machine.

■ **10 Problem Solving**

Describes problems that may occur with the machine and their solutions.

■ **11 Appendix**

Describes the specifications and cautions/restrictions.

Conventions

- In this document, "Computer" refers to a personal computer or workstation.
- The following icons are used in this guide.

  Important indicates important information which you should read.

  Note indicates additional information on operations or features.
- The following conventions are used in this guide:

" "	:	The cross-reference is within this manual.
" "	:	Refers to CD-ROM, names of features, touch screen messages, and input text.
[ ]	:	Refers to folders, files, applications, button or menu names displayed in the touch screen, as well as the names of menus, commands, windows, or dialog boxes displayed on the computer screen and their button and menu names.
< > button	:	Indicates a hardware button on the control panel.
< > key	:	Indicates a key on the keyboard of the computer.

Safety Notes

Read these Safety Notes carefully before using this product, to ensure you operate the equipment safely.

Your Xerox product and recommended supplies have been designed and tested to meet strict safety requirements. These include safety agency approval and compliance to established environmental standards. Please read the following instructions carefully fefore operating the product and refer to them as needed to ensure the continued safe operation of your product.

The safety and environment testing and performance of this product have been verified using Xerox materials only.

WARNING: Any unauthorized alteration, which may include the addition of new functions or connection of external devices, may impact the product certification. Please contact your Authorized Local Dealer for more information.

Warning Markings

All warning instructions marked on or supplied with the product should be followed.

Warning This WARNING alerts users to areas of the product where there is the possibility of personal injury.

/Warning This WARNING alerts users to area of the product where there are heated surfaces, which should not be touched.

Electrical Supply

This product shall be operated from the type of electrical supply indicated on the product's data plate label. If you are not sure that your electrical supply meets the requirements, please consult your local power company for advice.

WARNING

This product must be connected to a protective grounded circuit.

This product is supplied with a plug that has a protective grounding pin. This plug will only fit into a grounded electrical outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into the outlet. Never use a grounding adapter plug to connect the product to an electrical outlet that lacks a grounded connection terminal.

Operator Accessible Areas
This equipment has been designed to restrict operator access to safe areas only. Operator access to hazardous areas is restricted with covers or guards, which would require a tool to remove. Never remove these covers or guards.

Maintenance
Any operator product maintenance procedures will be described in the user documentation supplied with the product. Do not carry out any maintenance on this product which is not described in the customer documentation.

Cleaning Your Product
Before cleaning this product, unplug the product from the electrical outlet. Always use materials specifically designated for this product, as the use of other materials may result in poor performance and may create a hazardous situation. Do not use aerosol cleaners, because they may be explosive and flammable under certain circumstances.

WARNING - Electrical Safety Information
* Use only the power cord supplied with this equipment.
* Plug the power cord directly into a grounded electrical outlet. Do not use an extension cord. If you do not know whether or not an outlet is grounded, consult a qualified electrician.

If this machine needs to be moved to a different location, contact a Xerox service representative or your authorized local representative or service support organization.
* Improper connection of the equipment-grounding conductor can result in electrical shock.
* Do not place this equipment where people might step or trip on the power cord.
* Do not place objects on the power cord.
* Do not override or disable electrical or mechanical interlocks.
* Do not obstruct thge ventilation openings.
* Never push objects of any king into slots or openings on this equipment.

If any of the following conditions occur, switch off the power to the machine immediately (power switch and circuit breaker) and disconnect the power cord from the electrical outlet. Call an authorized local service representative to correct the problem.
- The equipment emits an unusual noise or odor.
- The power cord is damaged or frayed.
- A wall panel circuit breaker, fuse, or other safety device has been tripped.
- Liquid is spilled into the copier/printer.
- The equipment is exposed to water.
- Any part of the equipment is damaged.

Operational Safety Information

To ensure the continued safe operation of your Xerox equipment, follow these safety guidelines at all times.

Do These:

- Always connect equipment to a correctly grounded power outlet. If in doubt, have the outlet check by a qualified electrician.
  - This equipment must be connected to a protective grounded circuit, and the equipment is supplied with a plug that has a protective grounding pin. This plug will only fit into a grounded electrical outlet. This is a safety feature. To avaoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into it. Never use a plug that lacks a grounded connection terminal to connect the product to an electrical outlet.
- Always follow all warnings and instructions that are marked on or supplied with the equipment.
- Always exercise care when moving or relocating equipment. Please contact your local Xerox Service Department, or your local support organization to arrange relocation of the product to a location outside of your building.
- Always locate the equipment in an area that has adequate ventilation, and has room for servicing. See the Install Guide for minimum dimensions.
- Always use materials and supplies specifically designed fro your Xerox equipment. The use of unsuitable materials may result in poor performance.
- Always unplug this equipment from the electrical outlet before cleaning.

Do Not Do These:

- Never use a plug that lacks a grounded connection terminal to connect the product to an electrical outlet.
- Never attempt any maintenance function that is not specifically described in this documentation.
- This equipment should not be placed in a built-in installation unless proper ventilation is provided. Please contact your Authorized Local Dealer for further information.
- Never remove covers or guards that are fastened with screws. There are no operator serviceable areas within these covers.
- Never locate the equipment near a radiator or any other heat source.
- Never push objects of any kind into the ventilation openings.
- Never override or "cheat" any of the electrical or mechanical interlock devices.
- Never operate the equipment if you notice unusual noises or odors. Disconnect the power cord from the electrical outlet and contact your local Xerox Service Representative or Service Provider immediately.

Maintenance Information

Do not attempt any maintenance procedure that is not specifically descrivbed in the documentation that is supplied with your copier/printer.

- Do not use aerosol cleaners. The use of cleaners that are not approved may cause poor performance of the equipment, and could create a dangerous condition.

- Use supplies and cleaning materils only as directed in this manual. Keep all of these materials out of the reach of children.
- Do not remove covers or grards that are fastened with screws. There are no parts behind these covers that you can maintain or service.
- Do not perform any maintenance procedure unless you have been trained to do them by an Authorized Local Dealer or unless a procedure is specifically described in the user manuals.

Ozone Safety Information

This product will produce ozone during normal operation. The ozone produced is heavier than air and is dependent on copy volume. Providing the correct environmental parameters as specified in the Xerox Installation procedurre will ensure that the concentration levels meet safe limits.

If you need additional information about ozone, please request the Xerox publication **Ozone** by calling 1-800-828-6571 in the United States and Canada. In other markets, please contact your Authorized Local Dealer or Service Provider.

For Consumables

Store all consumables in accordance with the instructions given on the package or container.

- Keep all consumables away from the reach of children.
- Never throw toner, toner cartridges, or toner containers into an open flame.

Radio Frequency Emissions

United States, Canada, Europe, and Australia/New Zealand

Note: This equipment has been tested and found to comply with the limits for a class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interfetrence when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference, in which case the user will be required to correct the interference at their own expense.

Changes and modifications to the equipment not specifically approved by Xerox may void the user's authority to operate this equipment.

Product Safety Certification

This product is certified by the following Agency using the Safety standards listed:

Agency	Standard
TUV Rhineland of North America	UL60950-1 1st(2003) (USA/Canada)
NEMKO	IEC60950-1 Edition 1 (2001)

Regulatory Information

CE Mark

The CE mark applied to this product symbolizes Xerox's declaration of conformity with the following applicable Directives of the European Union as of the dates indicated:

January 1, 1995: Council Directive 72/73/EEC amended by Council directive 93/68/EEC, approximation of the laws of the member states related to low voltage equipment.

January 1, 1996: Council Directive 89/336/EEC, approximation of the laws of the member states related to electromagnetic compatibility.

March 9, 1999: Council Directive 99/5/EC, on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

A full declaration of the conformity, defining the relevant directives and referenced standards, can be obtained from your Authorized Local Dealer.

WARNING: In order to allow this equipment to operate in proximity to Industrial Scientific and Medical (ISM) equipment, the external radiation from the ISM equipment may have to be limited or special mitigation measures taken.

WARNING: This is a Class A product. In a domestic environment the product may cause radio frequency interference, in which case the user may to required to take adequate measures.

Environmental Compliance

USA - Energy Star

As an ENERGY STAR partner, Xerox Corporation has determined that (the basic combination of) this product meets the ENERGY STAR guidelines for energy efficiency.

The ENERGY STAR and ENERGY STAR MARK are registered United States trademarks.

The ENERGY STAR Office Equipment Program is a team effort between the U.S., European Union, and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax machines, multifunction machines, personal computers, and monitors. Reducing product energy consumption helps combat smog, acid rain, and long-term changes to the climate by decreasing the emissions that result from generating electricity.

Xerox ENERGY STAR equipment is preset at the factory to enter a "low power" state and/or shut off completely after a specified period of use. The energy-saving features can reduce product energy consumption in helf when compared to conventional equipment.

Canada - Environmental Choice

Terra Choice Environmental Services, Inc. of Canada has verified that this product conforms to all applicable Environmental Choice EcoLogo requirements for minimized impact to the environment.

As a participant in the Environmental Choice program, Xerox Corporation has determined that this product meets the Environmental Choice guidelines for energy efficiency.

Environment Canada established the Environmental Choice program in 1988 to help consumers identify environmentally responsible products and services. Copier, printer, digital press, and fax products must meet energy efficiency and emissions criteria, and exhibit compatibility with recycled supplies. Currently, Environmental Choice has more than 1600 approved products and 140 licensees. Xerox has been a leader in offering EcoLogo approved products.

Illegal Copies and Printouts

USA

Congress, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1 Obligations or securities of the United States Government, such as:

Certificates of Indebtedness	National Bank Currency
Coupons from Bonds	Federal Reserve Bank Notes
Silver Certificates	Gold Certificates
United States Bonds	Treasury Notes
Federal Reserve Notes	Fractional Notes
Certificates of Deposit	Paper Money

Bonds and Obligations of certain agencies of the government, such as FHA, etc.

Bonds. (U.S. Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)

Internal Revenue Stamps. (If it is necessary to reporduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.)

Postage Stamps, canceled or uncanceled. (For philatelic purposes, Postage Stamps may be photographed, provided the reporduction is in black and white and is less than 75% or mor than 150% of the linear dimensions of the original.)

Postal Money Orders.

Bills, Checks, or Drafts of money drawn by or upon authorized officers of the United States.

Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.

2 Adjusted Compensation Certificates for Veterans of the World Wars.

3 Obligations or Securities of any Foreigh Government, Bank, or Corporation.

4 Copyrighted materials, unless permission of the copyright owner has been obtained or the reproduction falls within the "fair use" or library reproduction rights and provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.

5 Certificates of Citizenship or Naturalization. (Foreign Naturalization Certificates may be photographed.)

6 Passports. (Foreign Passports may be photographed.)

7 Immigration Papers.

8 Draft Registration Cards.

9 Selective Service Induction Papers that bear any of the following Registrant's information:

Earnings or Income
Court Records
Physical or mental condition
Dependency Status
Previous military service

Exception: United States military discharge certificates may be photographed.

10 Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as the FBI, Treasury, etx. (unless the photograph is ordered by the Head of such department or bureau).

Reproducing the following is also prohibited in certain states:
Automobile Licenses - Driver's Licenses - Automobile Certificates of Title

The above list is not all-inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

Canada

Parliament, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1 Current bank notes or current paper money.

2 Obligations or securities of a government or bank.

3 Exchequer bill paper or revenue paper.

4 The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.

5 Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queen's Printer for Canada, or the equivalent printer for a province).

6 Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.

7 Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.

8 Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the copy falsely purports to be a certified copy thereof.

9 Copyrighted material or trademarks of any manner of kind without the consent of the copyright or trademark owner.

The above list is provided for your convenience and assistance, but it is not all-inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

Other Countries

Copying certain documents may be illegal in your country. Penalties of fine or imprisonment may be imposed on those found guilty of making such reproductions.

1. Currency notes.
2. Bank notes and checks.
3. Bank and government bonds and securities.
4. Passports and identification cards.
5. Copyrighted material or trademarks without the consent of the owner.
6. Postage stamps.
7. Other negotiable instruments.

This list is not all-inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

Product Recycling and Disposal

If you are managine the disposal of your Xerox product, please note that the product contains **lead, mercury,** and other materials whose disposal may be regulate due to environmental considerations in certain countries or states. The presence of **lead** and **mercury** is fully consistent with global regulations applicable at the time that the product was placed on the market.

A full declaration of the conformity, defining the relevant directives and referenced standards, can be obtained from your Authorized Local Dealer.

WEEE Directive 2002/96/EC

Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national procedures.

In accordance with European legislation, end of life electrical and electronic equipment subjec to disposal must be managed with agreed procedures.

Prior to disposal, please contact your local dealer or Xerox Representative for end of life take back information.

Power Connection

Two power specifications are listed below. The specifications that apply to your machine depend on your machine configuration and the requirements in your country. Connect the power plug only to a properly rated and grounded power outlet to avoid the chance of electric shocks. If in doubt, contact your Xerox Sustomer Support Center.

1. Rated voltage 120 V
   Rated frequency 50/60 Hz
2. Rated voltage 220-240 V
   Rated frequency 50/60 Hz

Ensure that the plug connection is free of dust. In a damp environment, a contaminated connector can cause connection problems over time.

Do not attempt to rework, pull, bend, chafe, or damage the power cord in any way. Do not place heavy objects on the cord because that can also damage the cord.

Stop operation immediately if your machine produces smoke, excessive heat, unusual noises or smells, or if water, coffee, or other liquids are spilled on the machine. Immediately turn off the machine off and unplug it. Then contact your Xerox Customer Support Center.

Environment and Temperature

The machine is designed to operate normally within the following recommended limits:

Temperature range: 50 - 90 degrees Fahrenheit (10 - 32 degrees Celsius)

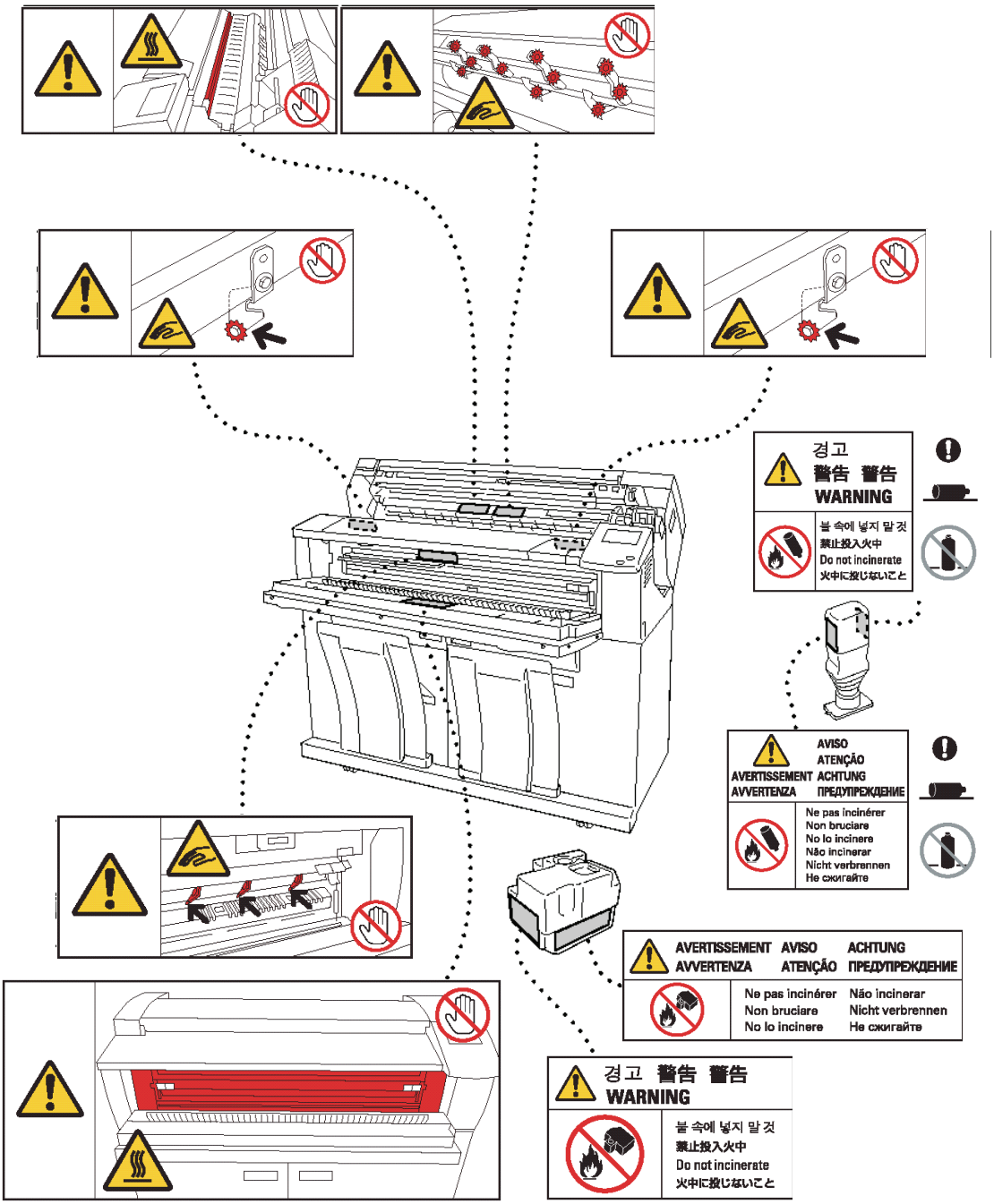
Humidity range: 15 - 85% (no condensation)

At 47.5% humidity, the temperature should be 90 degrees F or below; and at 85% humidity, the temperature should be 82 degrees F or below.

Note • Sudden temperature fluctuations can affect copy quality. Heating a cold room too quickly can cause condensation inside the machine, which can interfere with image transfer.

Warning and Caution Label Locations

These are the locations where warning and caution labels are located on the Xerox 6204 Wide Format Solution.



2 Product Overview

This chapter describes the basic operation of the machine, such as the names of each component, how to turn the machine on and off, the use of the touch screen, and power saving settings.

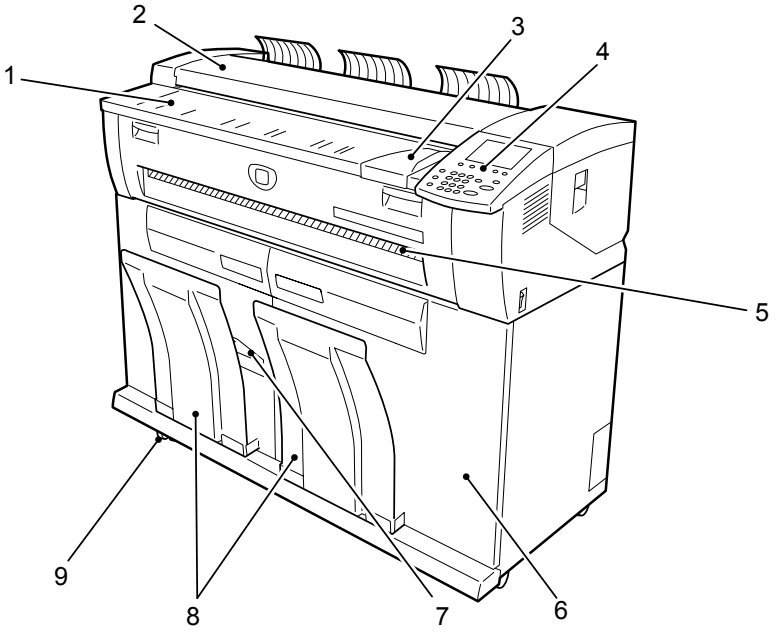
- Machine Components 18
- Power On / Off 25
- Circuit Breaker 26
- Power Saver Mode 27
- Using Originals 30
- Size Series Settings for Originals 31
- Media Types and Loading 32
- Media Settings 39

Machine Components

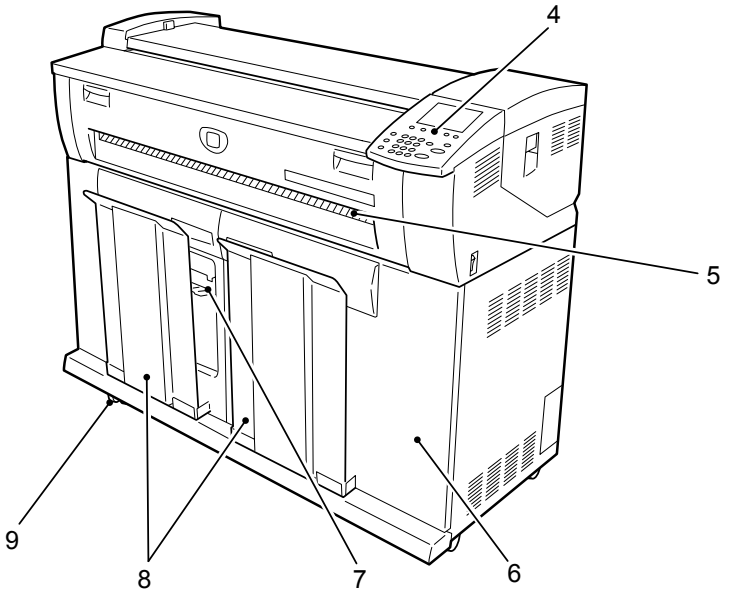
This section describes the main components and their functions of the Xerox 6204 Wide Format Solution (hereafter called "the machine").

Machine Components

■Front (Xerox 6204 Wide Format Copier/Printer - WFCP)



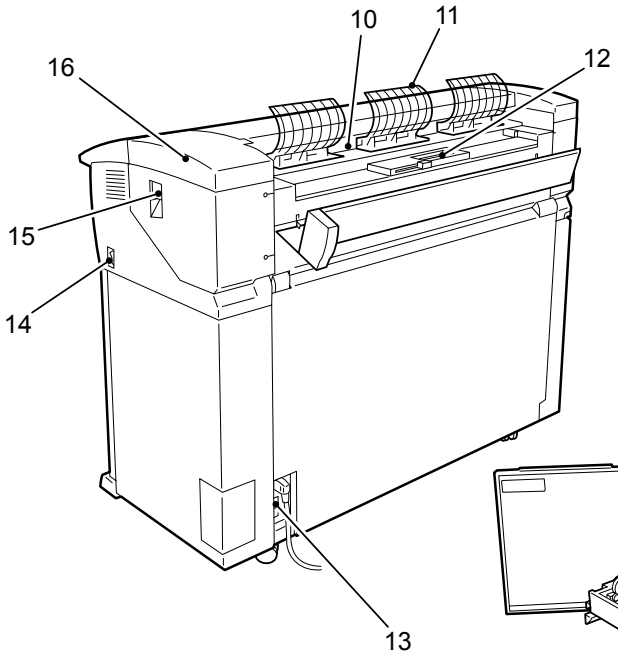
■Front (Xerox 6204 Wide Format Printer - WFP)



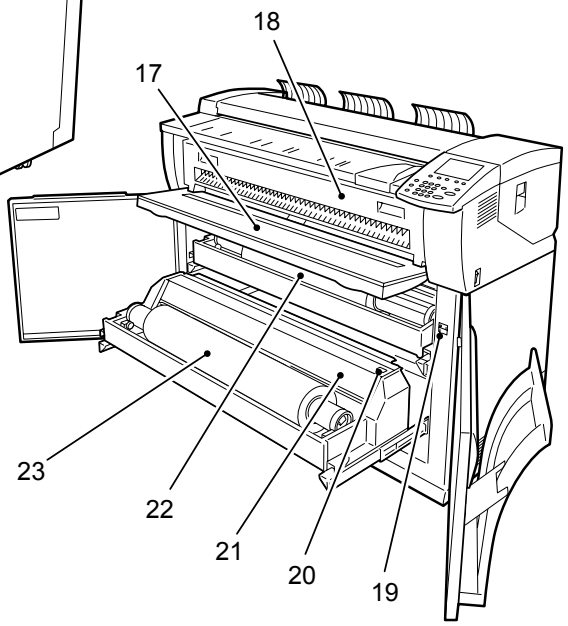
No.	Component	Function
1	Feed-in shelf	Load original here, face down.
2	Document handler cover	Remove this cover to clear a paper jam.
3	Original guide	Align the right edge of original with this guide.
4	Control panel	This consists of operation buttons, LED indicators and a touch screen. For more details, refer to the "Control Panel" Section of this chapter.
5	Printer exit port	Copies and prints are delivered here face up.
6	Front doors	Open these doors to clear a paper jam and load paper media.
7	Small size paper stop	Receives/holds small size copies and prints. It can receive up to about 20 sheets in either of the following ways: • The paper stop is set upright on the upper part of the front door for A3 (landscape), A4, ANSI B (landscape), and Arch A bond paper. • The paper stop is set upright on the lower part of the front door for A2 to ANSI D (landscape) bond paper.
8	Catch tray	Stores copies and prints. Bond paper can be stacked after printing up to about 20 sheets.
9	Caster	Used for locking the wheels of the machine. Lock these casters after moving the machine to its installation site.

⚠ Warning
Never touch a labeled area on hot or sharp parts of the machine. You could get burned or incur other injuries.

■**Right and Rear**



■**Inside**

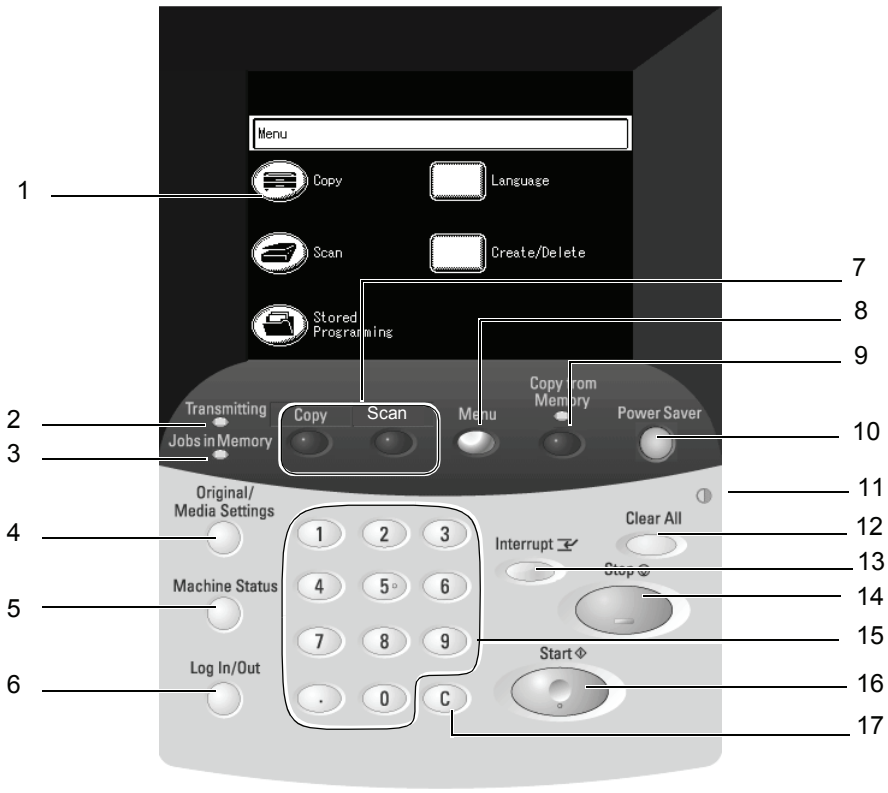


No.	Component	Function
10	Scanner exit port	Scanned originals exit here.
11	Front return guide	Allows scanned originals to return to the front, instead of being delivered to the rear.
12	Toner supply port	Toner is added through this port.
13	Circuit breaker	Switches the main power of the machine on/off. (Main power switch.)
14	Power switch	Switches the power of the machine on/off. (Sometimes called the Stand-by switch.)
15	Upper unit release lever	Lift up this lever to open the upper unit.
16	Upper unit	Open this to clear a paper jam.
17	Manual feed tray (Bypass)	When making manual feed copies or prints, open this table and load media here.
18	Fuser cover	Open this to clear a paper jam.
19	Media heater switch	Switches the media heater on/off. Powering on the media heater prevents media from creasing. Normally, the media heater switch is on.
20	Cutter button	Cuts the lead edge of roll media.
21	Cutter cover	Covers the cutter to cut media. Normally, do not open this cover.
22	Roll 1	Load roll media here.
23	Roll 2 (optional)	Load roll media here.

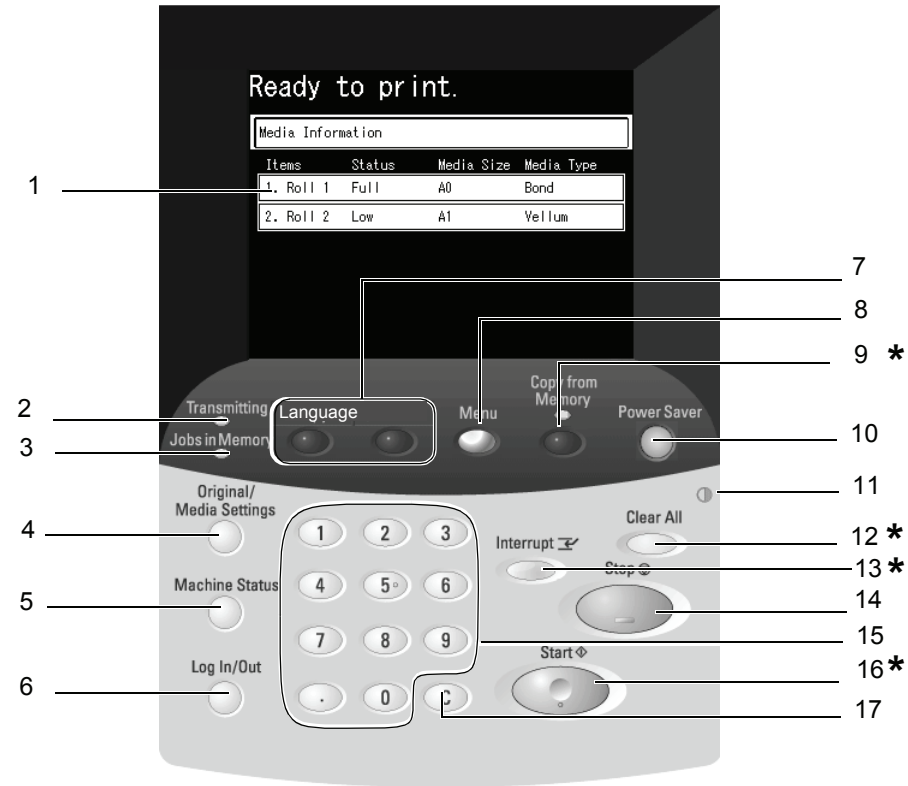
Control Panel

The following describes the names and functions of components on the control panel.

■Control Panel (Xerox 6204 Wide Format Copier/Printer)



■Control Panel (Xerox 6204 Wide Format Printer)



*** Note:** Buttons 9, 12, 13, and 16 are not used on the 6204 Wide Format Printer model.

No.	Component	Function
1	Touch screen	Displays messages required for operation and on-screen "buttons" for various features. You can directly touch the screen to select operations or options and set features.
2	<Transmitting> indicator	Lights while the machine is communicating with external connected devices.
3	<Jobs in Memory> indicator	Lights when data is stored in the machine's memory.
4	<Original/Media settings> button	Used to display the Original/Media settings screen to confirm. Set them when the types of original and media are changed.
5	<Machine Status> button	Used to confirm the machine status, billing meters, and media status.
6	<Log In/Out> button	Used to display the System Administrator mode screen.
7	<Copy> button <Scan> <Custom 1> <Custom 2 >	Used to describe and name a custom feature. • You can change the custom features for each button by selecting the features displayed in the menu screen. • The factory default settings for the Xerox 6204 Wide Format Copier/Printer model for these buttons: **Copy** for the <Custom 1> button, and **none** for the <Custom 2> button (which you can set to **Scan**, for example). • The factory default settings for the Xerox 6204 Wide Format Printer (WFP) model for these buttons: **Language** selection for <Custom 1> button, **none** for <Custom 2> button. • For information about how to assign features to the custom buttons, refer to "Custom Buttons" (P.126).
8	<Menu> button	Used to display the menu screen.
9	<Copy from Memory> button/indicator *	Used to reprint the most recently copied original again. This indicator lights when copied original is stored in memory to reprint.
10	<Power Saver> button	If the machine is not operated for a while, the machine's power consumption is lowered to enter the Power Saver mode. In the Power Saver mode, this button is lit. To cancel the Power Saver mode, press this button.
11	Brightness dial	Adjusts the brightness of the touch screen. Use this dial to adjust the brightness of touch screen when it is too dark or too bright to read.
12	<Clear All> button *	Returns the status of all displayed services to their default values.
13	<Interrupt> button / indicator *	Used to temporarily stop a continuous copy job or printing to give another job higher priority. When requesting an interrupt, the <Interrupt> indicator is blinking. During an interrupt, the <Interrupt> indicator is lit. Pressing the <Interrupt> button again cancels the interrupt, and the previous operation (suspended job) is resumed.
14	<Stop> button	Used to stop loading the current original, copying, scanning, or printing the job.
15	Numeric keypad	Used to enter the number of copies, passwords, and other numerical values. In text descriptions, these buttons are indicated as the "numeric keypad".
16	<Start> button *	Used to start scanning original.
17	<C> button	Press this button if you have entered the wrong numerical value using the numeric keypad.

* The <Copy from Memory>, <Clear all>, <Interrupt>, and <Start> buttons are not used on the Xerox 6204 Wide Format Printer (WFP) model.

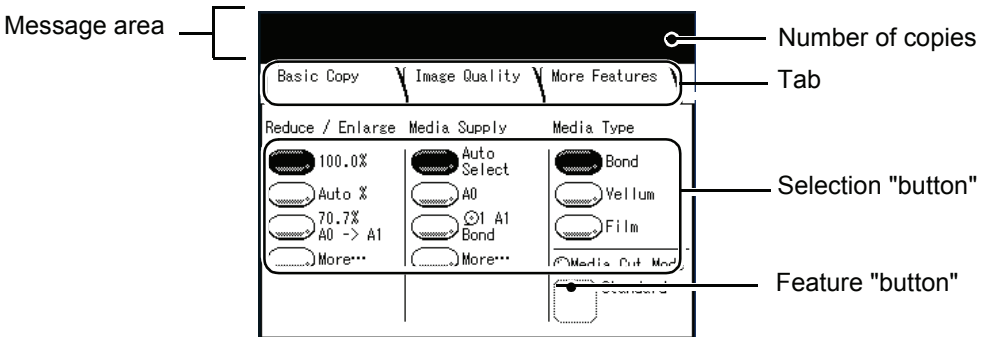
Using the Touch Screen

This touch screen displays the messages and feature buttons required for operation. You can directly touch the touch screen to set features and instruct operations in screens.

Note • The displayed tabs and buttons may vary depending on models, options installed, and machine settings.

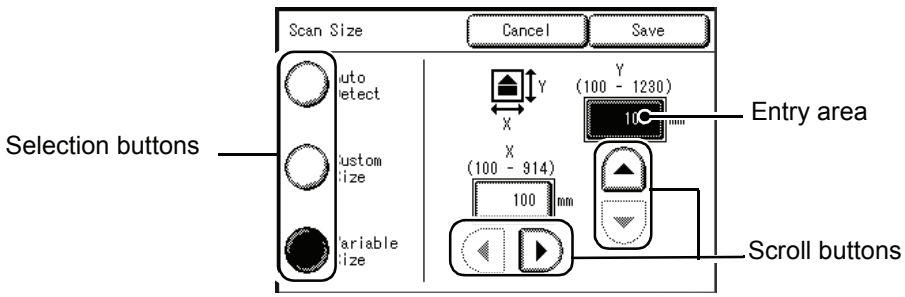
Touch screen

The following describes the names and functions of components on the touch screen on the illustrative copy screen.



Component	Function
Message area	Displays messages relating to the status of the machine and operation guidance.
Tab	Touch with your finger, and the menu screens for "Basic Copy", "Image Quality", and "More Features" can be displayed.
Number of copies	Enter the number of copies using the numeric keypad. The number of copies can be set from 1 to 99. Press the <C> button to return the setting to 1.
Selection buttons	Touch with your finger to select an option, which is then highlighted. **Note:** The on-screen button **More**... indicates that you can display additional options on another screen by pressing the button.
Feature button	Touch to display the feature setup screens.

■Feature setup screen



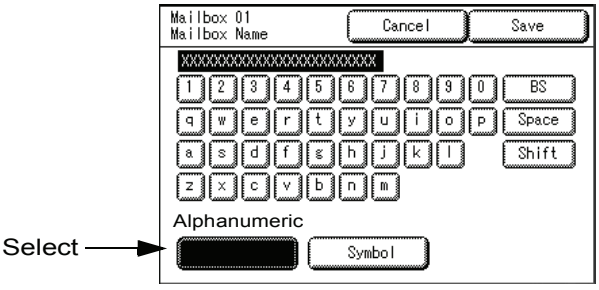
Component	Function
Entry area	Displays the number directly entered by pressing the numeric keypad. The parentheses( ) indicate ranges to be set.
Scroll buttons	Use the arrow buttons [▲] [▼][◄][►] to scroll, and select a value or feature. The items and buttons that cannot be selected are displayed in light gray.

Entering Text

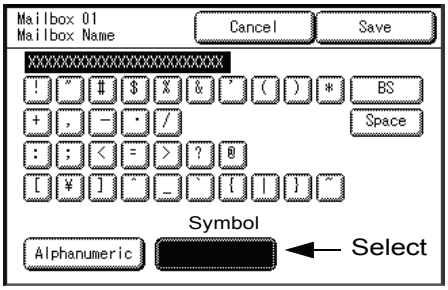
During operations, some screens may be displayed requesting that you enter text. This section describes how to enter text on the touch screen.

Note • Texts are displayed in single-byte character.

Input screen for alphabetic characters and numerals



Input screen for symbols



■Entering alphabetic characters and numerals

Select [Alphanumeric].
When selecting [Shift], uppercase characters appear. To return to lowercase, select [Shift] again.

■Entering Specific Symbols

Select [Symbol].

■Entering Space

Select [Space].

■Deleting a character

Select [BS]. This deletes one character at a time.

Power On / Off

Switch on the power before operating the machine. The machine is ready for operation within 2.5 minutes after the power is switched on. Turn off the machine at the end of the day or when it is not in use for a long period of time. Also, use the Power Saving feature when not in use for a while to reduce the power consumption.

Note • Switching off the power of the machine may cause loss of data being processed.

Note • The machine consumes electricity at less than 1.5 watt while the power switch is off. Turning the circuit breaker off or unplugging the power cord from the power outlet is necessary to cut off the electricity consumption completely.

For information about the power saver feature, refer to the "Power Saver Mode" Section in this chapter.

Powering On

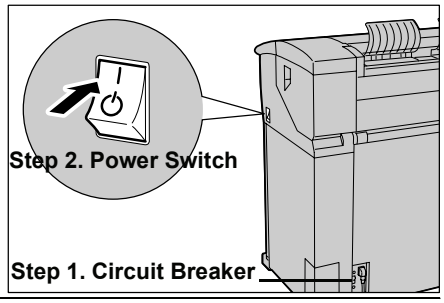
The procedure for turning on the power is as follows.

1 Turn the circuit breaker to the on [|] position on the lower back of the machine.

Note • After the initial installation and startup of the machine, this step is not always done daily, because the circuit breaker is generally turned off only when the machine will not be used for extended periods of time.

2 Press the power switch to the [|] position to turn the power on.

Note • The "Please wait..." message indicates that the machine is warming up. The machine cannot be used while it is warming up. After about 2.5 minutes, the machine becomes ready for use.



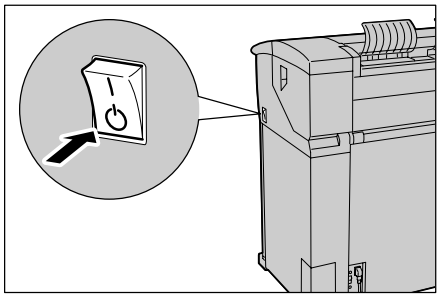
Powering Off

The procedure for turning off the power is as follows.

Switching off the power of the machine may cause loss of data being processed.

1 Before turning the power off, make sure that all copy or print jobs have completely finished. Also, make sure that the <Transmitting> indicator and <Jobs in Memory> indicator are not lit.

Important • Never turn the power off in the following instances:
- While jobs are being printed.
- While jobs are being copied.
- While a scan is being executed.



2 Press the power switch to the <⏻> side.

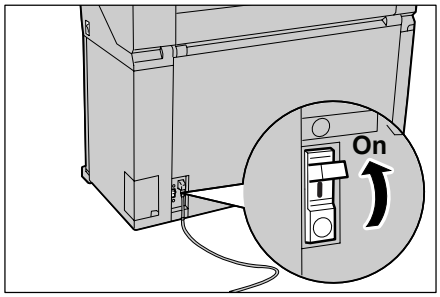
Important • Power off processing is performed internally on the machine for a while after the power switch is turned off. Therefore, do not unplug the power cord from the power outlet immediately after turning off the power switch.

• Do not turn off the circuit breaker (main power switch) while the power switch is on. It may cause the machine to malfunction.

Note • Before you turn the power back on after turning it off, first make sure that the touch screen has gone out.

Circuit Breaker

The machine has a Circuit Breaker mounted on the rear electrical panel. In the event of an electrical short, the Circuit Breaker will open automatically to remove input power to the machine.



When the Circuit Breaker switch is set to the up [|] position, input power is supplied to the machine. If the machine will not be used for extended periods, set the Circuit Breaker to the down [⏻] position.

Check the Circuit Breaker once a month for proper operation. If you notice any unusual conditions, contact your Xerox Customer Support Center.

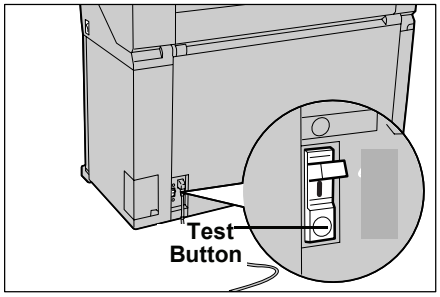
Note • Before setting the Circuit Breaker to the down position (Off), set the Power Switch (also called the Stand-by Switch) to Off.

Checking the Circuit Breaker

The procedure to check that the Circuit Breaker is correctly working is as follows.

1 Turn off the power switch on the upper right side of the machine.

2 Press the TEST button while Circuit Breaker on lower back of machine is on.
If the Circuit Breaker turns off, it shows that it is operating correctly.



Power Saver Mode

The machine comes with a Power Saver feature that will automatically cut off the electricity to the machine if no copy or print data is received for a certain duration.

The Power Saver feature has two modes, [Low Power mode] and [Sleep mode].

The machine enters the [Low Power mode] after the preset time has elapsed if the machine is left unused for a fixed period of time.
The machine then enters the [Sleep mode] if a further preset time elapses.

■Low Power Mode

(Power consumption: 250 W)

In this mode, the power to the control panel and fuser unit is lowered to save power.

The touch screen goes out, and the <Power Saver> button on the control panel lights. To use the machine, press the <Power Saver> button and the button will go out, indicating that the Power Saver feature is canceled.

■Sleep Mode

(Power consumption: 25 W)

In this mode, the power is lowered more than in the Low Power mode.

When the machine enters the [Low Power mode] or the [Sleep mode], the touch screen goes out, and the <Power Saver> button on the control panel lights. To use the machine, press the <Power Saver> button. The <Power Saver> button goes out to indicate that the Power Saver feature is canceled.

"Rest Cut" Feature: When the Power Switch is left on and the machine has "rested" in Sleep mode for a period of time (such as overnight), the machine will automatically feed out (and cut) a blank piece paper about 8 inches long (210 mm) before the first item is printed. This feature is there because the part of the sheet that remained "fed in" to the printer during the "Sleep" period can develop minor dimples which can cause deletions in the first print.

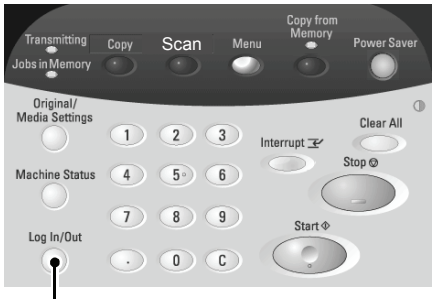
Changing the Power Saver Mode Change Interval

The procedure for setting the Power Saver feature is as follows.

To activate the Power Saver feature, set both the times until the activation of Low Power Mode and Sleep Mode.

Note • The time to activation of Low Power Mode and Sleep Mode can each be set in 1 minute increments, from 5 to 240 minutes.

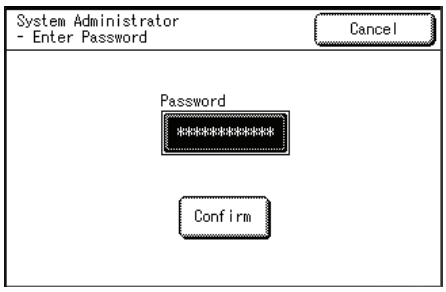
1 Press the <Log In/Out> button.



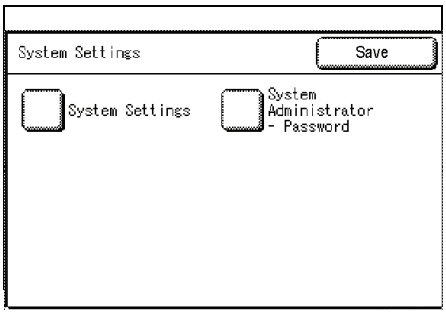
<Log In/Out> button

2 Enter password using the numeric keypad, and select [Confirm].

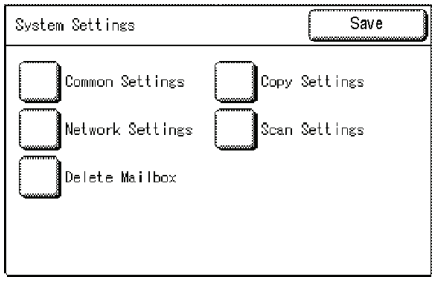
Note • The default password value is "11111".



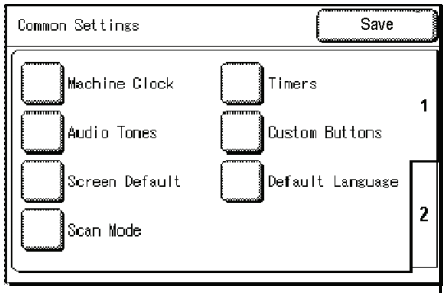
3 Select [System Settings].



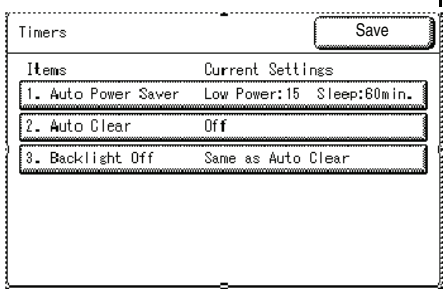
4 Select [Common Settings].



5 Select [Timers].



6 Select [1.Auto Power Saver].

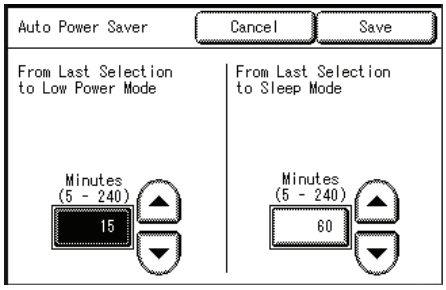


7 Using numeric keypad or [▲][▼], set the time from 5 to 240 minutes in 1 minute increments.

■From Last Selection to Low Power Mode

Set the time to move to the [Low Power Mode] after the last operation.

Note • The default for [From Last Selection to Low Power Mode] is [15] minutes.



■From Last Selection to Sleep Mode

Set the time to move to the [Sleep Mode] after the last operation.

Note • The default for [From Last Selection to Sleep Mode] is [60] minutes. The [From Last Selection to Sleep Mode] time cannot be shorter than the [From Last Selection to Low Power Mode] time.

8 Select [Save].

9 Select [Close] repeatedly until the [Menu] screen is displayed.

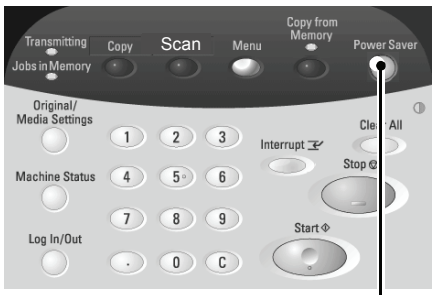
Exiting the Power Saver Mode

The following describes the manual and automatic ways to exit the Power Saver mode.

The Power Saver mode is exited in the following instances:

- When the <Power Saver> button is pressed (manual)
- When Print Data is received (automatic)

1 Press the <Power Saver> button.



<Power Saver> button.

2 When Print Data is received while the machine is in Power Saver mode, the machine automatically exits the Power Saver mode.

Using Originals

Usable Originals

Originals that match and of the following sizes can be used.

Original Type	Original Size	Thickness
Standard	See the **Original Size Series** table on the next page for a list of the sizes of originals that can be used with the Xerox 6204 Wide Format Solution.	Flat paper (0.05 - 3.2 mm)
Non-standard	Width : 7.2 - 36 inches (182 - 914.4 mm) Length : 8.3 - 59 inches (210-15000 mm)	

Use the Document Carrier for These Originals

Use the document carrier for the following types of originals:

- Originals that have been perforated, creased, heavily curled, or have holes
- Originals that are stapled together
- Originals to which glue or adhesive tape has been stuck.

Precautions When Handling Originals

Observe the following precautions when handling originals:

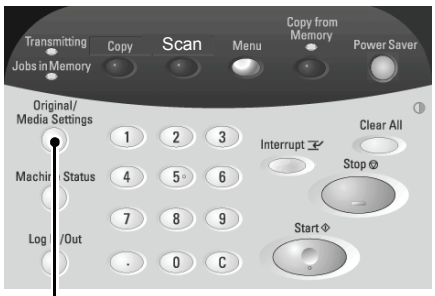
- The scanning area may become soiled if originals to which glue or adhesive tape have been stuck, or originals on which corrective fluids have been used are placed in the copier. Take extreme caution when using glue that comes in a stick or spray glue because black lines may appear on copies if the scanning area becomes soiled.
- Use caution with originals that have been folded, wrinkled, perforated or had holes punched in them. It may result in paper jams and tearing.
- When rolled originals are to be used, ensure that the diameter of the roll is 1.6" (40 mm) or larger. Rolls with a diameter of less than 1.6" must be flattened on the lead edge.
- When scanning thick originals, hold them lightly with your hand while being scanned.

Size Series Settings for Originals

Select the required size series for original size detection from [ISO A size series], [JIS B size series], [ISO B size series], [SP. A-1 series] [SP. A-2 series], [Arch-1 series], [Arch-2 series], and [ANSI series]. Be sure to change the original size series when loading an original that differs from the set size series.

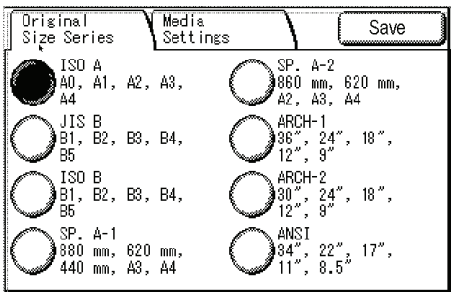
The factory default setting is [ISO A size series].

1 Press the < Original / Media Settings> button.



<Original / Media Settings> button

2 Select the required original size series.



■Original Size Series

The following are the original size series.

Size Series	Original Size
ISO A series	A0, A1, A2, A3, A4
JIS B series	JIS B1, JIS B2, JIS B3, JIS B4, JIS B5
ISO B series	ISO B1, ISO B2, ISO B3, ISO B4, ISO B5
SP.A-1 series	880x1, 230mm, 620x871mm, 440x625mm, A3, A4
SP.A-2 series	860x1,210mm, 620x871mm, A2, A3, A4
Arch-1 series	36x48", 24x36", 18x24", 12x18", 9x12"
Arch-2 series	30x42", 24x36", 18x24", 12x18", 9x12"
ANSI series	34x44", 22x34", 17x22", 11x17", 8.5x11"

3 Select [Close].

Media Types and Loading

This section describes the kinds of media available for this machine as well as the appropriate handling, loading, and storage of the media.

Use of inappropriate media may result in paper jams, reduced print quality, malfunctions, and other problems. To make the most effective use of the machine's capability, we recommend using only media recommended by Xerox.

If you want to use media not recommended by Xerox, contact your Xerox Customer Support Center.

Media Type

Printable Paper

When using supplier paper (known as printable paper) for copies or printing, make sure that it complies with the following specifications. However, it is recommended that you use the standard paper types introduced on the next page, to achieve clear copy and print results.

Note • The standard paper is recommended by Xerox.

Tray	Weight	Loadable media size	Standard Paper (including recommended paper)		
			Name	Grams/ Square Meter	Lbs.
Roll 1, Roll 2	**Plain Bond Paper:** *20 lb.-500 ft.rolls:* Xerox Premium Bond or Xerox Performance Bond *18 lb.:* Translucent Bond **Tracing and Vellum:** 20 lb Performance HPH Vellum *European:* 90-112 g/m^2 **Film:** 4-mil Accu-Image Elite *Film - European:* 75-100 micron	Arch-1 36",24",18",12",9" Arch-2 30",24",18",12",9" ANSI 34",22",17",11",8.5" ISO A0, A1, A2, A3, A4 JIS B1, JIS B2, JIS B3, JIS B4, JIS B5 ISO B1, ISO B2, ISO B3, ISO B4, ISO B5 SP. A0 (880, 860mm) SP.A1 (620mm) SP.A2 (440mm) Outside diameter of the roll: less than or equal to 6.7 inches (170 mm)	Premium	75 g/m^2	20
			Premium Tints	80 g/m^2	N/A
			Premium Fluorescents	80 g/m^2	N/A
			Presentation	110g/m^2	N/A
			Performance	75g/m^2	20
			Translucent Bond	N/A	18
			HPH Vellum		20
			4-mil Accu-Image Film		
			Premium Tracing 90	90g/m^2	N/A
			Premium Tracing 112	112g/m^2	N/A
			Premium Translucent 75 micron		N/A
			Premium Translucent 100 micron		N/A
			Premium Opaque 100 micron		N/A

Tray	Weight	Loadable media size	Standard Paper (including recommended paper)		
			Name	Grams/ Square Meter	Lbs.
Manual feed	**Plain Bond Paper:** *20 lb.-500 ft.rolls:* Xerox Premium Bond or Xerox Performance Bond *18 lb.:* Translucent Bond **Tracing and Vellum:** 20 lb Performance HPH Vellum *European:* 90-112 g/m^2 **Film:** 4-Mil Zero-Solvent A-I Elite *Film - European:* 75-100 micron	Arch-1: 36x48", 24x36", 18x24", 12x18", 9x12" Arch-2: 30x42" ANSI: 34x44", 22x34", 17x22", 11x17", 8.5x11" ISO A0, A1, A2, A3, A4 JIS B1, JIS B2, JIS B3, JIS B4, JIS B5 ISO B1, ISO B2, ISO B3, ISO B4, ISO B5 SP. A0 (880, 860mm) SP.A1 (620mm) SP.A2 (440mm) Width: 210-914.4mm Length: 297-15000mm	Premium	75g/m^2	20
			Business (A3, A4)	75g/m^2	20
			Translucent Bond	N/A	18
			HPH Vellum		20
			4-mil Accu-Image Film		
			Premium Tracing 90	90g/m^2	N/A
			Premium Tracing 112	112g/m^2	N/A
			Premium Translucent 75 micron		N/A
			Premium Translucent 100 micron		N/A
			Premium Opaque 100		N/A

Important • If you use unsuitable paper for the media setting you specified, or inappropriate paper is set in the paper tray, it may result in paper jams. Select the correct media size, type, and tray to get the best print results.

Note • G.S.M. (g/m^2) is a measure of a substance/weight of a paper expressed in grams per square meter, which does not depend on the number of sheets in the ream.

Handling and Storing Paper Media

■Handling Paper Media

Do not use paper media that have been folded, creased, or heavily curled. It may result in paper jams.

■Storing Paper Media

The optimum environment to store paper media is a humidity of 40 to 45 %. Keep the following points in mind when storing paper media:

- Moisture is not good for paper media. For storage, wrap the paper media in our company's wrapping paper and store it in a comparatively dry place. Tracing paper especially should be put in a plastic or moisture-proof bag that contains desicant.
- When the machine is not used for a long period of time, remove the media and store it accordingly.

Loading Media

Loading Roll Media

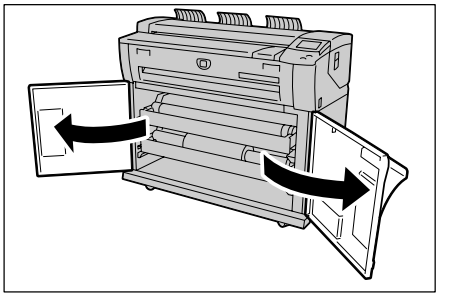
Set up the roll media on Roll 1 or Roll 2.

Important • When setting the roll media, take care not to pinch your fingers in the machine.

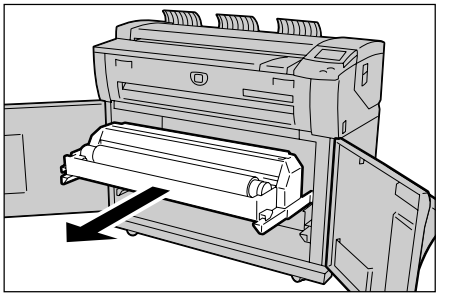
• When changing the media types, size, or weight, make sure to change the media settings before starting copying. For information about the setting procedure, refer to "Media Settings" (P.39).

Note • Roll 2 is an optional addition to the machine.

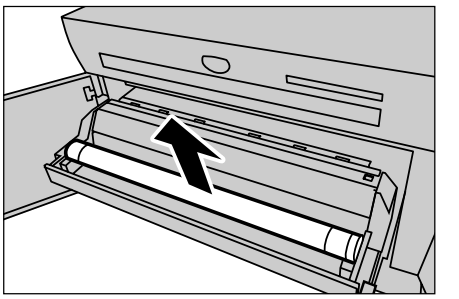
1 Open the front doors.



2 Pull out the drawer for Roll 1 or Roll 2.

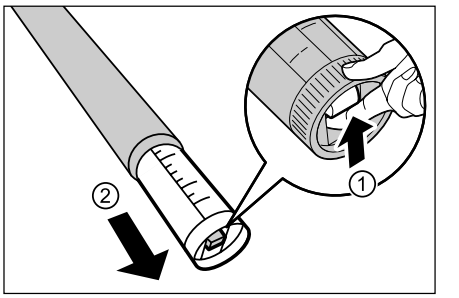


3 Remove the shaft of the roll media from the machine.

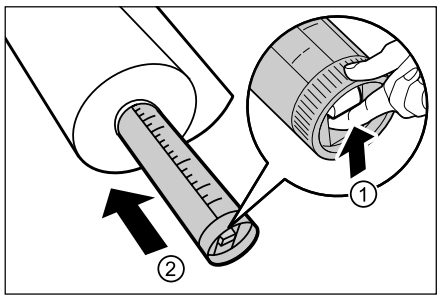


4 Pinch the lever at the end of the shaft, and remove the shaft from the core of the roll media.

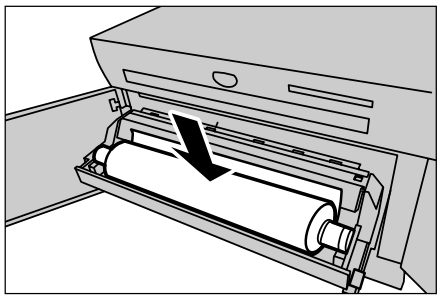
Note • Pinching the lever releases the lock of the roll media, and you can remove the shaft.



5 Pinch the lever at the end of the shaft, and insert the shaft into the new roll media so that it aligns with the media size guide.



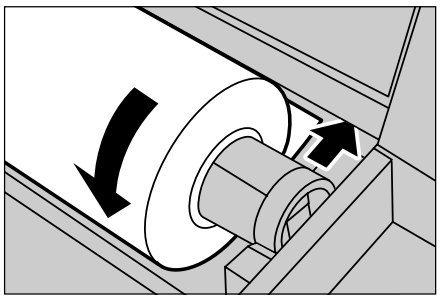
6 Adjust the roll media's orientation, and place the shaft on the shaft guide.



7 Rotate the roll media until the lead edge is gripped in the roller.

The roll media is automatically loaded, and stops.

Note • If the roll media cannot be loaded properly because its lead edge is damaged, trim the lead edge of the media before setting it in place.

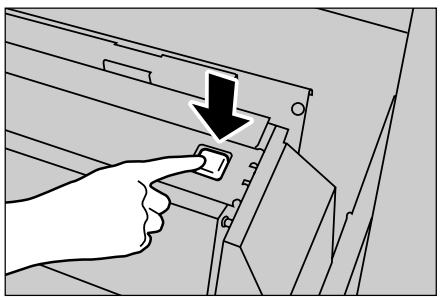


8 Press the cutter button to cut the lead edge of roll media.

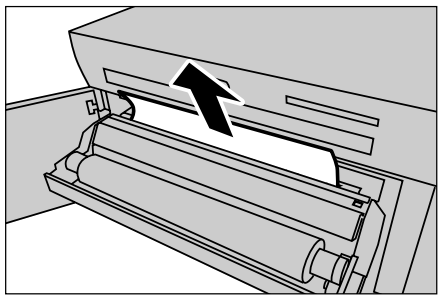
The lead edge of the roll media is cut.

Note • Do not open the cutter cover for the Roll 1 or Roll 2.

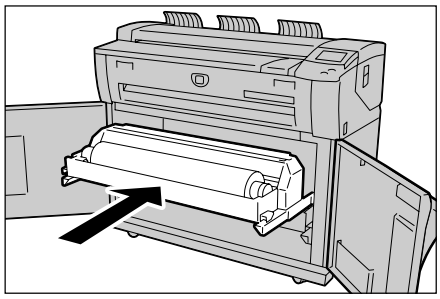
Important • Pressing the cutter button one time cuts the paper in an 8.3 inch (210 mm) length. When the cutter button is held down, the roll media is continuously loaded until the cutter button is released. The roll media is cut at the point that the cutter button is released.



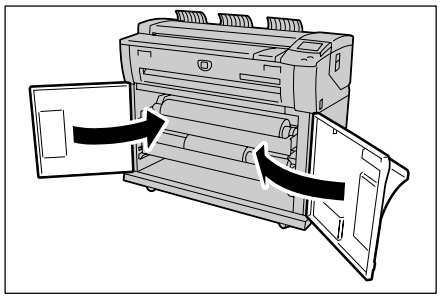
9 Remove the piece of paper that was cut.



10 Gently slide the Roll 1 or Roll 2 drawer into the machine until it stops.



11 Close the front doors.

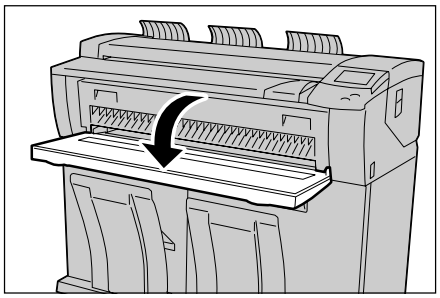


Using the Manual Feed Tray (Bypass)

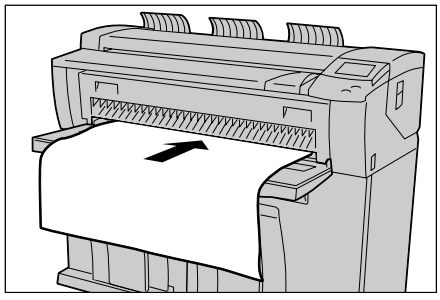
When using cut sheets to copy or print, load the media from the manual feed tray (Bypass).

Important • When changing the media types, size, or weight, make sure to change the media settings before starting to make copies. For information about changing media settings, refer to the "Media Settings" Section later in this chapter.

1 Open the manual feed tray forward.



2 Align both edges of the media with the size indicators, and insert the lead edge of media until it stops.



The media is fed, and it stops moving after it has been fully fed into the machine.

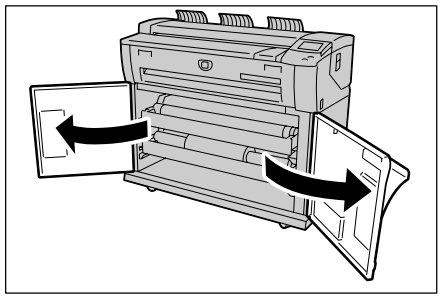
Important • Load single sheets.

- When the lead edge of media is curled, insert the media holding the curled part of the media by your hands.
- Hold the media while it is being fed. If you release the media before it stops, it may result in paper jams.

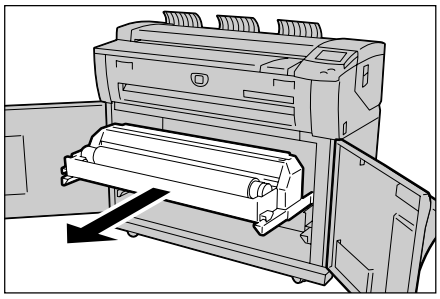
Cutting Roll Media

The following describes how to cut the lead edge of the roll media loaded on Roll 1 or Roll 2.

1 Open the front doors.



2 Pull out the drawer for Roll 1 or Roll 2.

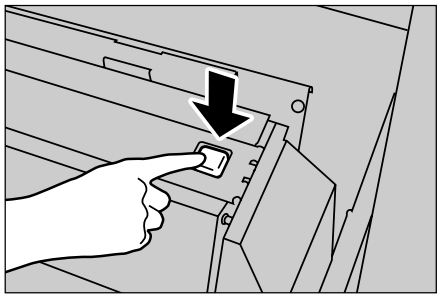


3 Press the cutter button to cut the lead edge of the media.

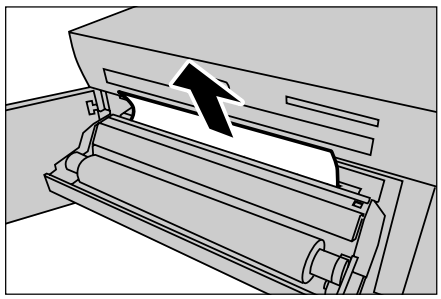
The lead edge of the media is cut.

Important • Do not open the cutter cover for Roll 1 or Roll 2.

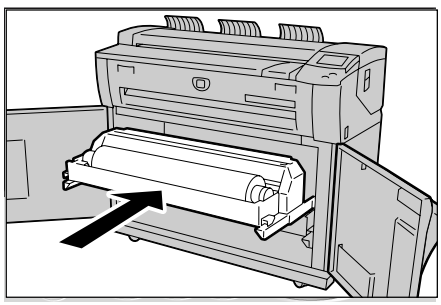
Note • Pressing the cutter button one time cuts the paper at a length of 8.3 inches (210 mm). When the cutter button is held down, the media is continuously loaded until the cutter button is released. The media is cut when the cutter button is released.



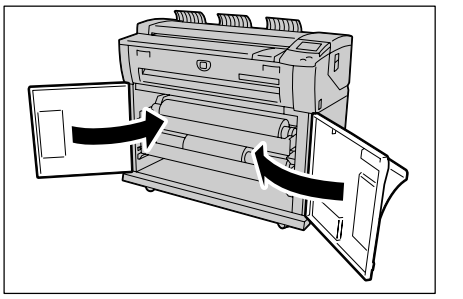
4 Remove the piece of paper that was cut.



5 Gently slide the Roll 1 or Roll 2 drawer into the machine until it stops and latches.



6 Close the front doors.



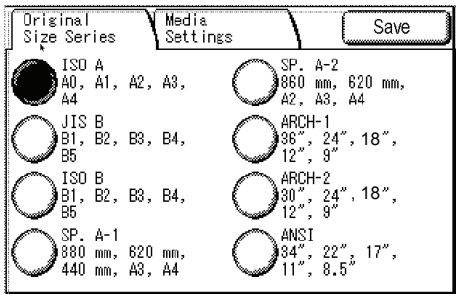
Media Settings

Make sure to set the media settings when initially loading paper in the machine or when changing the type or size of the media.

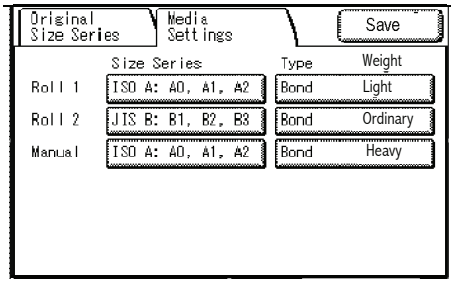
Note • The Roll 2 is optional.

1 Press the <Original / Media Settings> button.

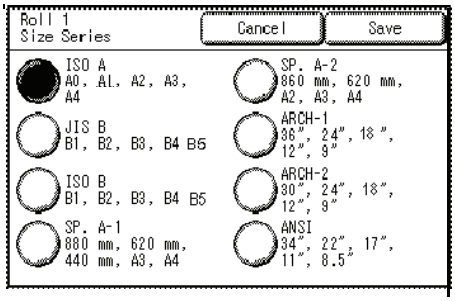
2 Select the [Media Settings] tab.



3 Select [Size Series] for the tray to be set.



4 Select the required size series, and select [Save].

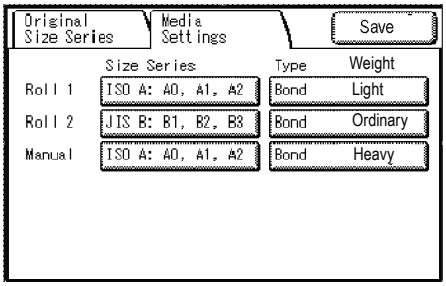


■Size Series

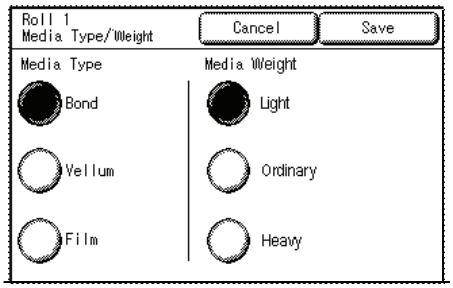
The following are the size series.

Size Series	Media size
ISO A size series	A0, A1, A2, A3, A4
JIS B series	JIS B1, JIS B2, JIS B3, JIS B4, JIS B5
ISO B series	ISO B1, ISO B2, ISO B3, ISO B4, ISO B5
SP.A-1 series	880x1230mm, 620x871mm, 440x625mm, A3, A4
SP. A-2 series	860x1210mm, 620x871mm, A2, A3, A4
Arch-1 series	36x48", 24x36", 18x24", 12x18", 9x12"
Arch-2 series	30x42", 24x36", 18x24", 12x18", 9x12"
ANSI series	34x44", 22x34", 17x22", 11x17", 8.5x11"

5 Select [Type Weight] for the tray to be set.



6 Select the required type and weight of the media, and select [Save].



■Media Weight

The following are the media types for each media weight (or thickness).

Note • Tracing paper is displayed as "Vellum" on the screen.

Weight (Thickness)	Media Type	Name	Weight
Light	Bond	Translucent Bond	18 lb.
	Vellum	HPH Vellum	20 lb.
	Film	4-mil AccuImage Elite	-
Ordinary	Bond	Premium	20 lb.
		Performance	20 lb.
		Premium Tints	80g/m^2
		Premium Fluorescent	80g/m^2
	Vellum	Premium Tracing 90	90g/m^2
	Film	Premium Translucent 75 micron	75µm
Heavy	Bond	Presentation	110g/m^2
	Vellum	Premium Tracing 112gsm	112g/m^2
	Film	Premium Translucent 100 micron	100µm

7 Select [Save].

3 Copy

This chapter describes the [Copy] screen and copy features.

- Copying Procedure 42
- Stopping a Copy Job.....45
- Copying Multiple Originals (Collated Output).....46
- Manual Feed Copies.....48
- Interrupting a Copy Job.....49
- Copying from Memory (Reprinting).....50
- Copy Features 52
- Copy - Basic Copy 53
- Copy - Image Quality 58
- Copy - More Features.....60

Copying Procedure

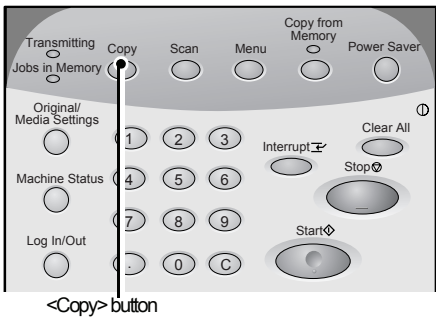
This section describes the basic copy operations. The following shows the reference sections that relate to basic copying procedures.

Step 1 Selecting Features 42
Step 2 Entering the Quantity 43
Step 3 Scanning the Original 43

Step 1 Selecting Features

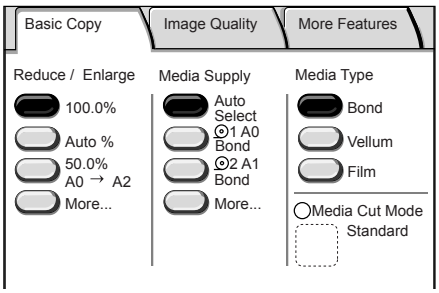
You can select the features from the [Copy] tab after accessing the [Copy] screen.

1 Press the <Copy> button.



Note • To display the [Copy] screen, you can also select [Copy] on the [Menu] screen that is displayed by pressing the <Menu> button.

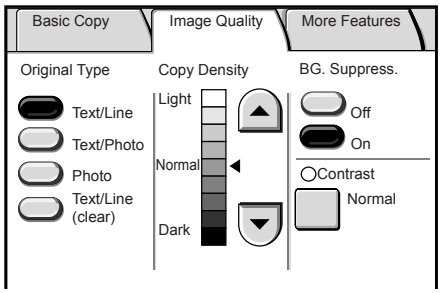
2 Select the features to be set from the [Basic Copy] tab as needed.



For more information about this tab, refer to the section listed below (later in this chapter):

"Copy - Basic Copy" (P.53)

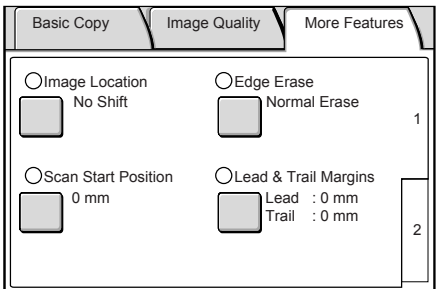
3 Select the features to be set from the [Image Quality] tab as needed.



For more information about this tab, refer to the section listed below (later in this chapter):

"Copy - Image Quality" (P.58)

4 Select the features to be set from the [More Features] tab as needed.



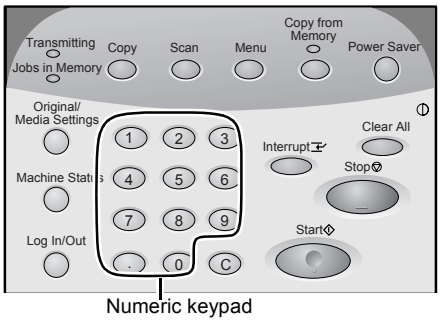
For more information about this tab, refer to the section listed below (later in this chapter):

"Copy - More Features" (P.60)

Step 2 Entering the Quantity

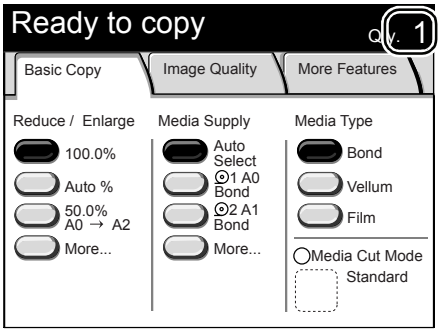
You can enter up to 99 copies as the quantity.

1 Enter the number of copies using the numeric keypad.

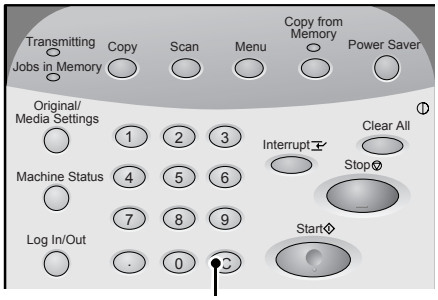


Numeric keypad

The number of copies entered appears on the upper right area of the touch screen.



2 If you enter an incorrect value, press the <C> button to clear the entry, and enter the correct value.



<C> button

Step 3 Scanning the Original

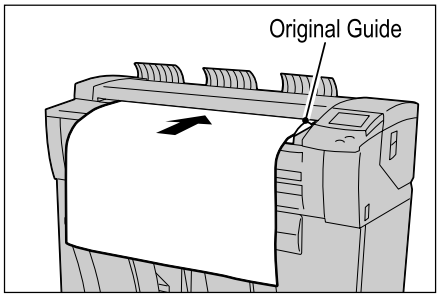
To scan the original, follow the procedure below.

Important • The original may jam if pressure is applied to the top of the original or it is pulled during scanning.

• When originals that contain holes are loaded, make sure that the area with the holes is fed in last, because the original may jam if the area with the holes is fed in first.

1 Align the original with the original guide face down, and insert the lead edge of the original into the machine until it stops feeding. Then the machine starts scanning automatically.

• If the scan start mode has been set to [Manual Start], press the <Start> button.

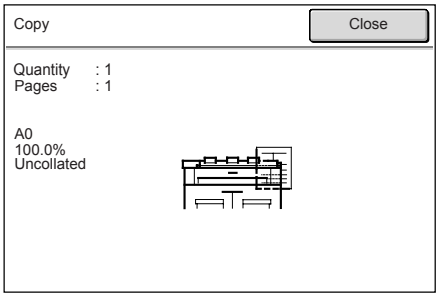


Important • Hold the original down flat with two hands (one on either side of the arrow in the graphic) while it is being fed in to the starting position (to avoid minor "crinkles" that can cause dark areas in the copy). If you release the original before it stops feeding, it may result in a jam.

Note • The original guide can be moved to the right edge depending on the original.

Note • If a problem occurs, an error message appears on the touch screen. Solve the problem as instructed in the message.

For information about the manual start, refer to "Scan Start Mode" (P.127).



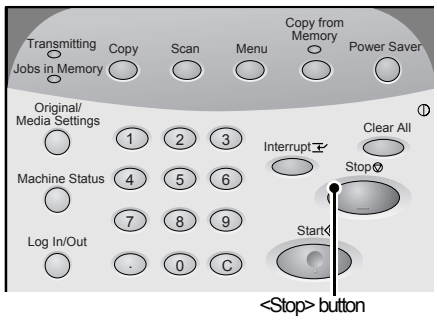
2 Remove the ejected original.

Stopping a Copy Job

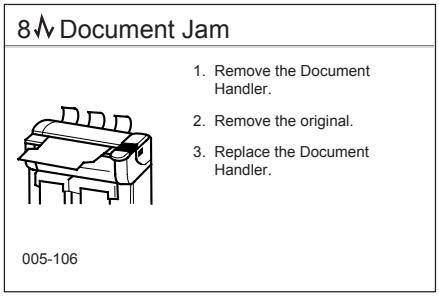
To stop copying, follow the procedure below.

1 Press the <Stop> button on the control panel while original is being scanned or ejected.

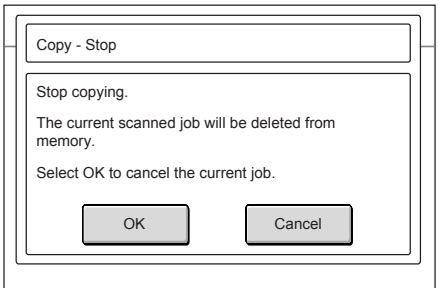
The machine stops scanning. If the paper media is being fed, the machine pauses after all paper is output.



2 If the original jams, solve the problem in accordance with the message that appears.



3 Select [OK] or [Cancel].



■To Stop a Copy Job

Select [OK].

All scanned original images are deleted, and the copy job is canceled.

■To Continue a Copy Job

Select [Cancel].

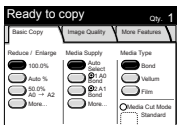
The copy job is continued.

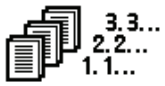
Copying Multiple Originals (Collated Output)

When copying multiple originals, collated output is available.

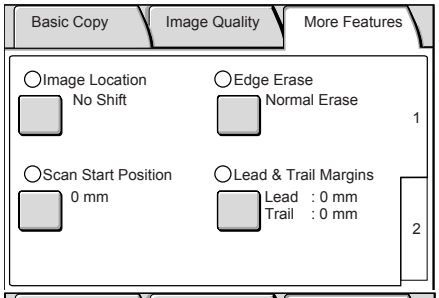
Note • With uncollated output, the machine prints the specified number of copies of each page all together and sorts sheets by page. With collated output, the machine prints sheets sorted into a set that is arranged in page order.

Uncollated **Collated**

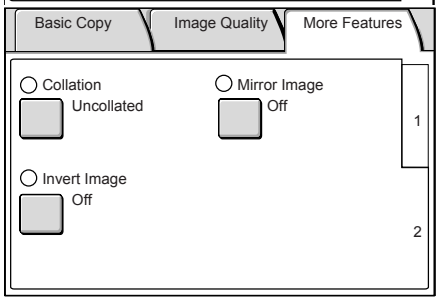




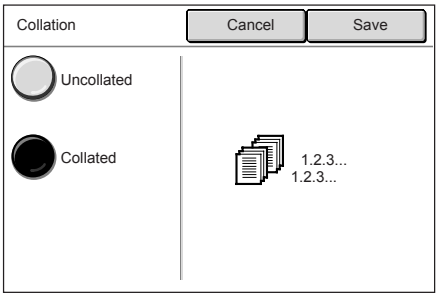
1 Select the [More Features] tab on the [Copy] screen.



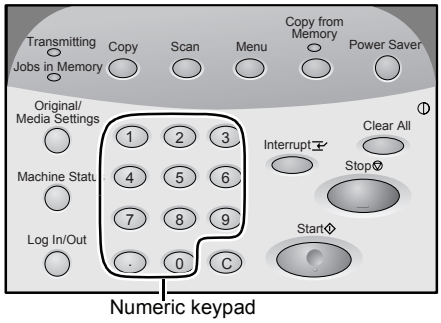
2 Select [2], and select [Collation].



3 Select [Collated], and select [Save].



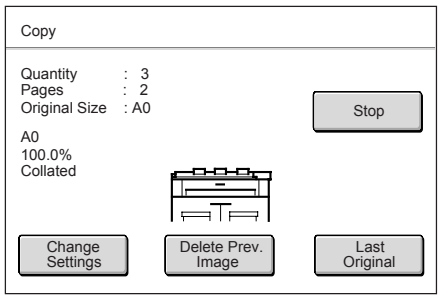
4 Enter the number of copies needed (1 to 99) using the numeric keypad.



Numeric keypad

5 Set the first page of the originals.

The machine starts scanning.



■[Change Settings]

You can change the settings for items such as copy ratio and copy type.

■[Delete Previous Image]

You can delete the most recently scanned original image.

■[Last Original]

When all originals have been scanned, select this button.

■[Stop]

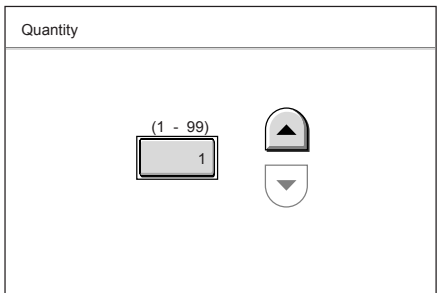
Press this button to stop the current original scanning or copy job.

6 Continue to set each of the originals (in the correct order).

7 When the scan of all originals is completed, select [Last Original].

8 Confirm the number of copies.

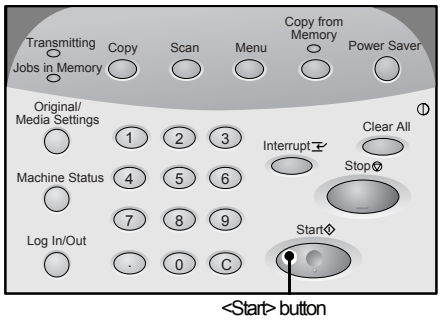
Note
- To change the number of copies, enter the number of copies (1-99) using the numeric keypad or ▲ ▼.
- **Important:** If you do not enter a quantity within 5 seconds, only one set will be printed.



9 Press the <Start> button.

The machine starts printing copies.

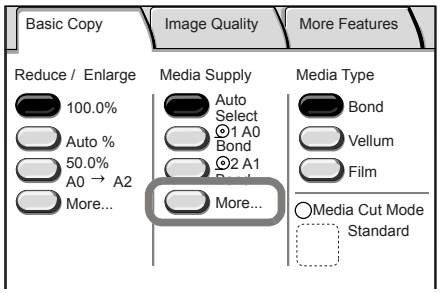
Note
- You can set the output order to either the ascending order or descending order in the system setting features. For information about the output order, refer to "Collation Order" (P.136).



Manual Feed Copies

When cut sheets are used for copy or print, load paper media from the manual media feed tray (bypass).

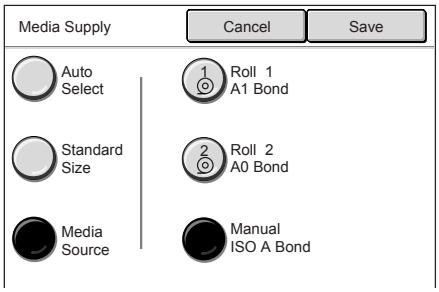
1 Select [More...] for [Media Supply] on the [Basic Copy] screen.



Note • When the configured media is different from the actual media, change the media settings.

For information about media settings, refer to "Media Settings" (P.39).

2 Select [Tray], and select [Manual Feed].



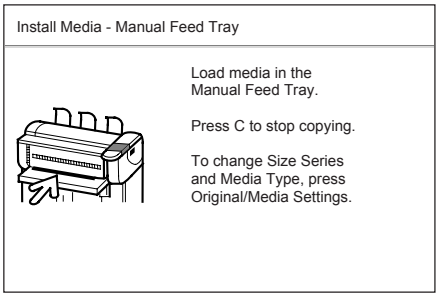
3 Select [Save].

4 Select the features from each tab if necessary.

5 Enter the required number of copies (1 to 99) using the numeric keypad.

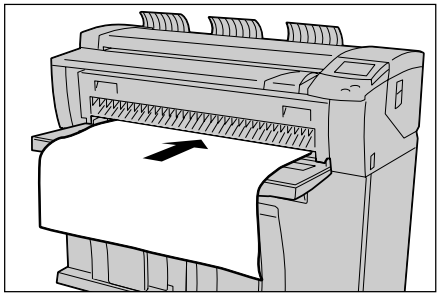
6 Set the original in alignment with the original guide, and feed it in. After the original is scanned, and the "Install Media" message is displayed.

For information about the procedure to set the original, refer to "Step 3 Scanning the Original" (P.43).


Install Media - Manual Feed Tray
Load media in the Manual Feed Tray.
Press C to stop copying.
To change Size Series and Media Type, press Original/Media Settings.

7 Open the manual feed tray and set the paper in place, aligned with the size indications on the manual feed tray.

For information about the procedure to set the paper media, refer to "Using the Manual Feed Tray (Bypass)" (P.36).



8 When the copy job is completed, close the manual feed tray (bypass).

Interrupting a Copy Job

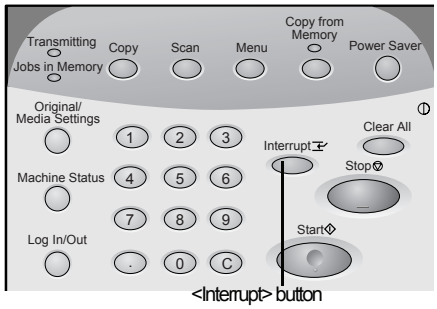
You can interrupt a continual copy or print job for an urgent copy job. The feature settings for the current copy job are saved without change.

Note
- The following operations are disabled during interruptions.
  Interrupting the copy job for another copy
  Copying from the memory
- The collated output is disabled during interruptions.
- You cannot interrupt a scan job for a copy job.

1 Press the <Interrupt> button on the control panel.

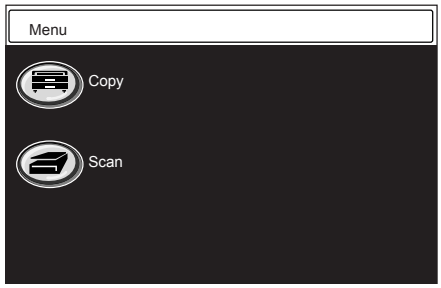
The <Interrupt> indicator is blinking. It indicates the interrupt has been requested. The current processing job is suspended.

When the interrupt is ready, the <Interrupt> indicator is lit.



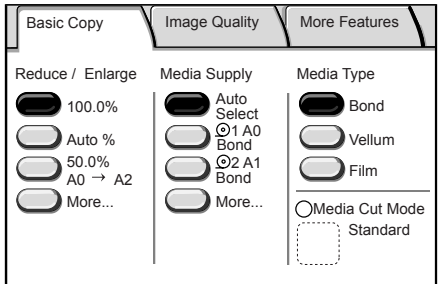
2 When the suspended job is stopped, the [Menu] screen appears. Select [Copy].

Note
- When the suspended job was copying, the [Copy] screen appears without displaying the [Menu] screen.



3 Select the settings such as the magnification percent for the new job to be processed during the interruption.

4 Enter the required number of copies (1 to 99) using the numeric keypad.



5 Set the original in alignment with the original guide.

For information about the procedure to set the original, refer to "Step 3 Scanning the Original" (P.43).

6 When the new job (interrupt job) is completed, press the <Interrupt>button again.

The interrupt mode is cancelled, and the suspended job restarts.

Note
- The interruption mode will be automatically canceled after 30 seconds has elapsed without copy operation.

Copying from Memory (Reprinting)

This feature allows you to reprint the most recently copied original.

When collated output was selected for the most recent copy job, the set of collated copies reprints.

When data to be reprinted is stored in the machine's memory, the <Copy from Memory> indicator lights.

Note • The **Copy from Memory** feature does not work until an initial copy, or set of copies, has been made (which can then be reprinted).

The [Copy from Memory] operation is canceled in the following situations:

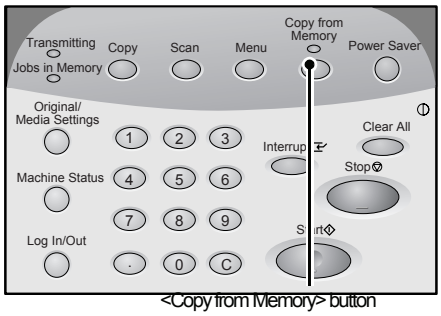
- Pressing the <Clear All> button or in the auto clear mode
- Switching off the power or entering the power saver mode.
- Inserting the next original
- Returning to the [Menu] screen
- Interruption copying
- Pressing the <Original / Media Settings> button
- Pressing the <Machine Status> button
- Pressing the <Log In/Out> button

The [Copy from Memory] operation is disabled in the following situations.

- When the scanned image exceeds the capacity of the memory.
- When the prior image no longer remains in the memory because the original became jammed or some other problem was encountered.

Note • If the <Clear All> button is pressed during copying from the memory, the settings returns to the settings specified when the Copy from Memory feature was activated, not to the initial settings specified with the system settings feature.

1 Press the <Copy from Memory> button on the control panel.

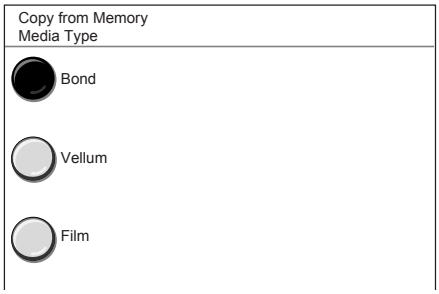


<Copy from Memory> button

2 Change [Media Supply] settings if necessary.

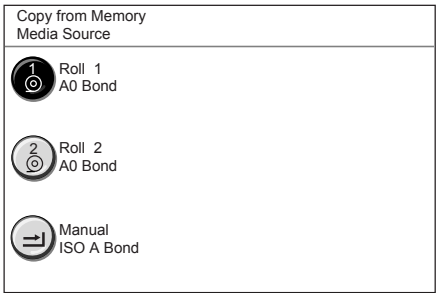
■When [Auto Select] is selected for [Media Supply]

The [Media Type] screen is displayed. Change the media type if necessary.



■When [Auto Select] is not selected for [Media Supply]

The [Tray] screen is displayed. Change the tray if necessary.



3 Enter the desired number of copies (1 to 99) using the numeric keypad.

4 Press the <Start> button.

The most recently copied original or collated set is reprinted.

5 When the operation for the copy from memory is completed, press the <Copy from Memory> button again.

The Copy from Memory mode is canceled.

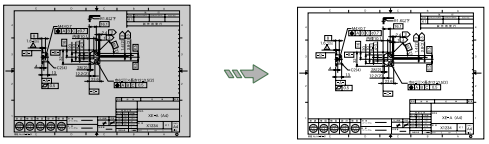
Note • The Copy from Memory mode is automatically canceled after a predetermined period of time has elapsed without copy operation. For details about the Auto clear, refer to "Auto Clear" (P.124).

Copy Features

The Xerox 6204 Wide Format Solution has the following copy features:

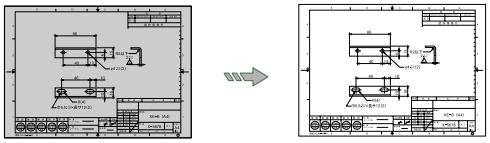
■Original Type

Selects the suitable image quality for the type of original used.



■Background Suppression

Erases the background "color" of the original that contains uneven density.



■Image Location

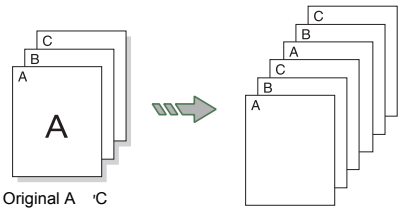
Shifts the position of the image for the copy.

■Scan Start Position

Skips the unneeded portion of the leading edge of the original.

■Collation

Selects copy collation for print output.



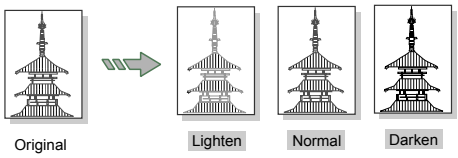
Original A 'C

■Invert Image

Makes copies with the "colors" of the original image reversed in black and white.

■Copy density

Adjusts the copy density.



■Contrast

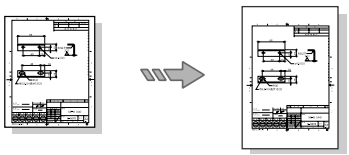
Adjusts the contrast of the original.

■Edge Erase

Erases the edges of the original.

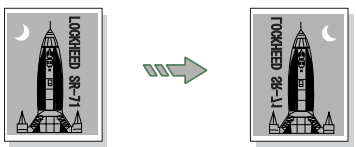
■Lead & Trail Margins

Makes copies with the lead and trail margins



■Mirror Image

Makes copies with the left and right side of the original image reversed.



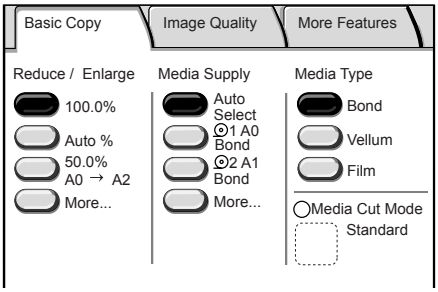
Copy - Basic Copy

You can set the basic features on the [Basic Copy] screen. The following shows the reference section for each feature.

Reduce/Enlarge (Making Enlarged/Reduced Copies)..... 53
Media Supply (Selecting Media Supply to Use for Copying) 55
Media Type (Selecting the Media Type to Use for Copying)..... 56
Media Cut Mode (Selecting the Media Cut Mode)..... 57

1 Press the <Copy> button, or select [Copy] on the [Menu] screen.

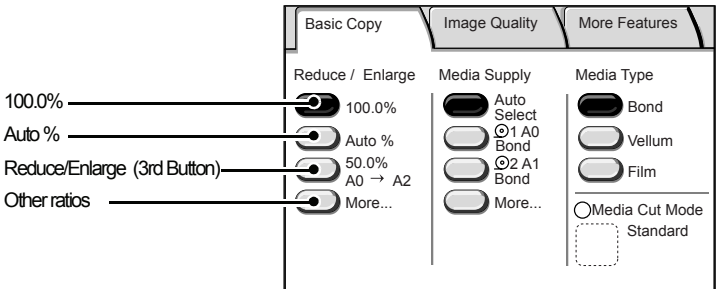
2 Select features on the [Basic Copy] screen that appears first.



Reduce/Enlarge (Making Enlarged/Reduced Copies)

You can select a ratio to make enlarged or reduced copies.

1 Select the copy ratio for [Reduce/Enlarge].



■100.0%

Copies are made at the same size as the original.

■Auto %

The copy ratio is automatically set based on the size of the original and size of the selected paper media, and the original is copied to fit in the selected media.

You cannot select both [Auto%] for [Reduce/Enlarge] and [Auto Select] for [Media Supply] at the same time.

■Reduce/Enlarge (3rd Button)

Select from preset ratios.

You can change the indicated ratios. For information about the change procedure, refer to "Reduce/Enlarge - 3rd Button" (P.132).

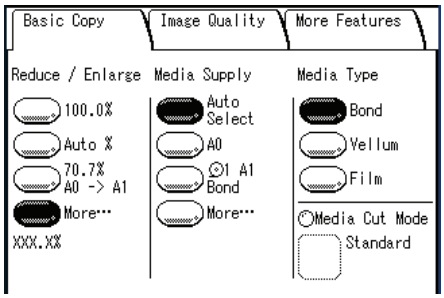
■[More...]

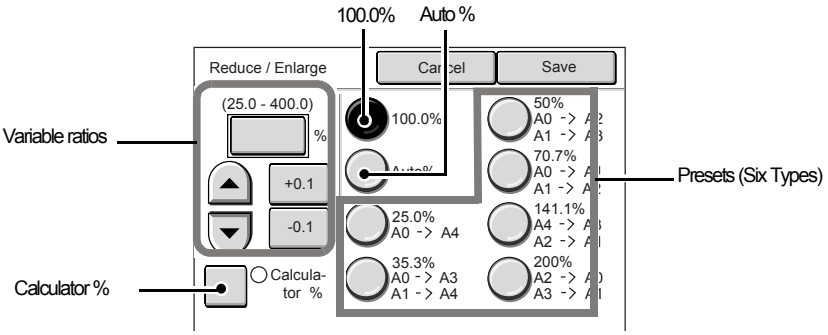
Display the [Reduce/Enlarge] screen.

[Reduce/Enlarge] screen

You can select a ratio that does not appear on the [Basic Copy] screen.

1 Select [More...].





■Variable ratios

You can enter any ratio for copying. Set the ratio within the range from 25% to 400% in 0.1% increments. Touch the entry area for numerical values. Enter the numerical values using the numeric keypad, [▲][▼] in 1% increments, or [+0.1][-0.1] in 0.1% increments.

■100.0%

Copies are made at the same size as the original.

■Auto %

The copy ratio is automatically set based on the size of the original and paper media size, and the original is copied to fit in the selected media.

You cannot select both [Auto%] for [Reduce/Enlarge] and [Auto Select] for [Media Supply] at the same time.

■Presets (Six Types)

Select from six preset copy ratios.

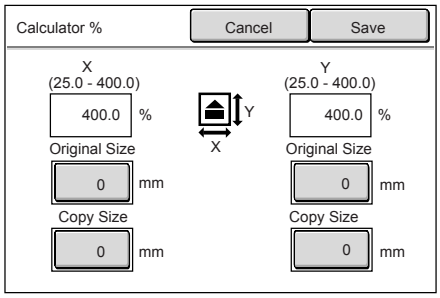
You can change the indicated ratios. For information about the change procedure, refer to "Reduce / Enlarge Buttons (Changing Preset Values)" (P.136).

■Calculator %

You can specify a different size for the height and width.

If you specify both the original size and the copy size, the copy ratios for the height and width are calculated automatically according to the sizes that you entered. The calculation results are indicated by copy ratios within the range from 25% to 400%.

When [Calculator %] is selected



1. Select [Calculator %].
2. Select [Original size] of [X] (width), and enter the value for the original width using the numeric keypad.
3. Select [Copy size] of [X] (width), and enter the value for the copy size width using the numeric keypad.
4. Select [Original size] of [Y] (height), and enter the value for the original height using the numeric keypad.
5. Select [Copy size] of [Y] (height), and enter the value for the copy size height using the numeric keypad.

■X:width Y:height

The automatically calculated ratio is displayed based on the values entered in [Original Size] and [Copy Size].

■Original Size

Set the height and width of the original size from 1 to 999 mm in 1 mm increments.

■Copy Size

Set the height and width of the copy size from 1 to 999 mm in 1 mm increments.

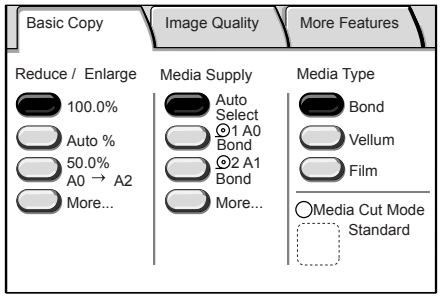
6. Select [Save].

Important • Be sure to select [Close].

Media Supply (Selecting Media Supply to Use for Copying)

You can select the desired media size.

1. Select the media for [Medial Supply].



■Auto Select

Based on the original size and set ratios, the machine automatically selects the tray loaded with the appropriate media and makes copies.

Note • You cannot select both [Auto%] for [Reduce/ Enlarge] and [Auto Select] for [Media Supply] at the same time.

■Media size / Trays (2nd to 3rd Buttons)

Select from preset media sizes/trays.

You can change the media sizes/trays to display. For information about the setting procedure, refer to "Media Supply - 2nd, 3rd Buttons" (P.132).

■[More...]

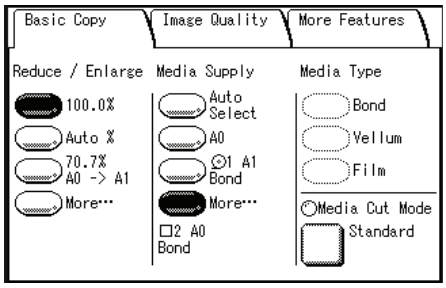
Display the [Media Supply] screen.

For more details, refer to the next page.

[Media Supply] screen

You can select a media size and tray that does not appear on the [Basic Copy] screen.

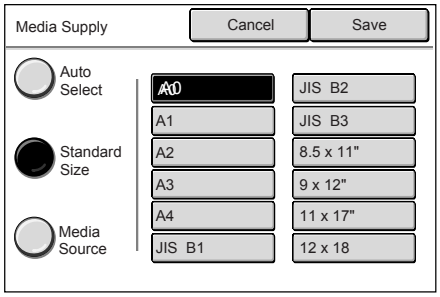
1 Select [More...].



2 Select [Auto Select], [Standard Size], or [Tray].

■Standard size

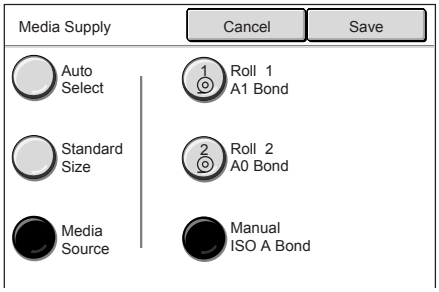
You can select the media size that has been already registered on the machine with the system settings feature.



■Tray

You can select [Roll1], [Roll2], or [Manual Feed].

Note
- The trays appearing depend on the options installed.
- The Roll 2 is optional.

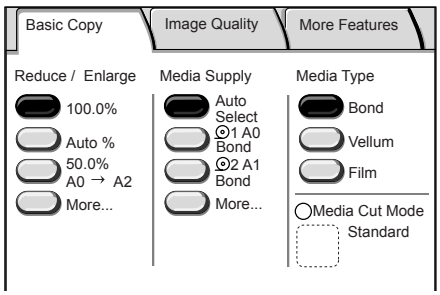


Media Type (Selecting the Media Type to Use for Copying)

You can select the media type from the [Bond], [Vellum], and [Film] options.

1 Select the media type.

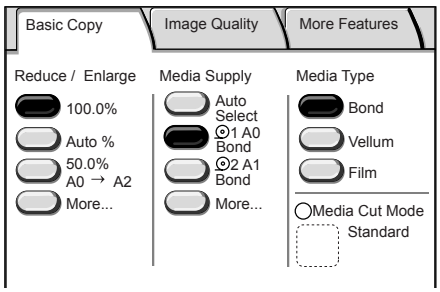
Note
- When [Tray] is selected, the media type loaded in the tray is automatically selected.



Media Cut Mode (Selecting the Media Cut Mode)

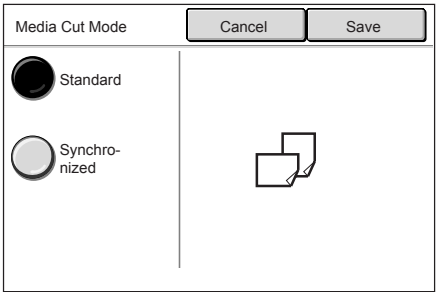
You can select the media cut mode.

1 Select [Media Cut Mode].



Note • When a roll media is selected for [Media Supply], [Media Cut Mode] is enabled.

2 Select the media cut mode.



■Standard

Cuts the roll media to a standard size.

■Synchronized

Cuts the roll media to the same size as the original.

3 Select [Save].

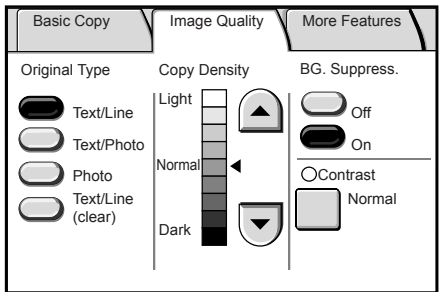
Copy - Image Quality

You can configure the original image quality features on the [Image Quality] screen. The following shows the reference section for each feature.

Original Type (Selecting the Image Quality Type for the Original).....58
Copy Density (Adjusting the Copy Density).....59
Background Suppression (Erasing the Background Color of the Original).....59
Contrast (Adjusting the Contrast).....59

1 Press the <Copy> button, or select [Copy] on the [Menu] screen.

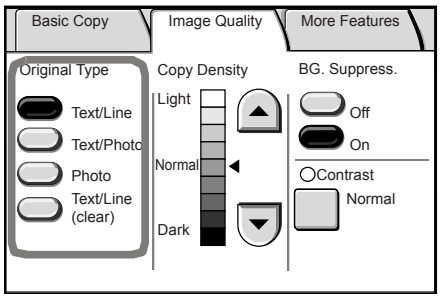
2 Select the [Image Quality] tab, and then select a feature on the [Image Quality] screen.



Original Type (Selecting the Image Quality Type for the Original)

When making copies of photographs, text and other originals, you can copy at the image quality corresponding to each type of original. Copies of the original can be reproduced at a more accurate and clear image quality by selecting the original type that matches the original.

1 Select the type of image quality.



■Text / Line

Select this option to make sharp copies of text.
Sharp copies of graphs, illustrations, etc. are also made in this mode.

■Text / Photo

Select this option to make copies of originals that contain both text and photos.

■Photo

Select this option to make copies of photos and other pictures.

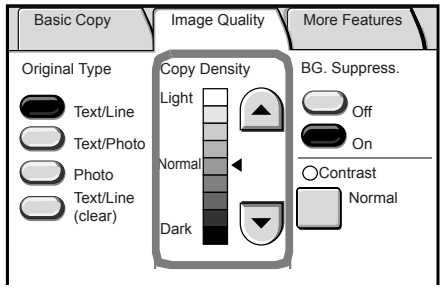
■Text / Line (clear)

Select this option to make copies of transparent (clear) originals. This option is suitable for film and vellum originals where the background color is water-clear, white, bluish, or brown.

Copy Density (Adjusting the Copy Density)

You can adjust the copy density.

1 Adjust the settings with [▲] and [▼].



You can select from nine copy density levels between [Light] and [Dark].

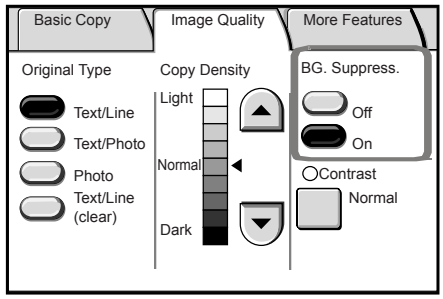
The copy color density increases the closer the level is to [Dark] and the copy color density decreases the closer the level is to [Light].

Background Suppression (Erasing the Background Color of the Original)

When making copies of originals that contain cut-and-pastes, blueprints, unevenness of density, etc. - you can eliminate unwanted background from the original.

Note • When [Original Type] is set to [Photo], the [BG Suppress.] (Background Suppression) feature does not work.

1 Select [Off] or [On].



■Off

The background color of the original is included during copying.

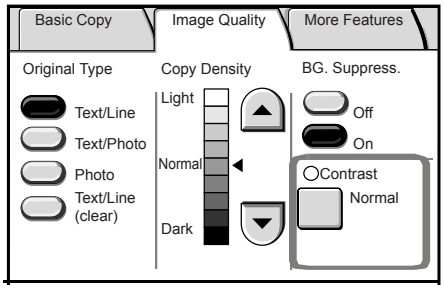
■On

The background color of the original is excluded during copying.

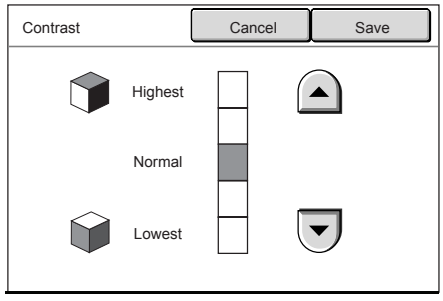
Contrast (Adjusting the Contrast)

You can adjust the contrast.

1 Select [Contrast].



2 Adjust the settings with [▲] and [▼], and select [Save].



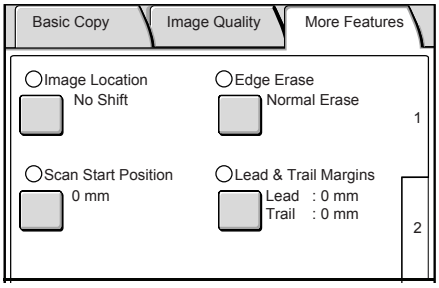
You can select from five contrast levels between [Lowest] and [Highest].

The closer the level is to [Highest], the greater the difference between the light and dark parts as the lighter portions become lighter and the darker portions become darker. Choosing [Lowest] results in the least contrast.

Copy - More Features

You can configure the items such as the scan start position and the margin on the [More Features] screen. The following shows the reference section for each feature.

Image Location (Shifting the Image Copy Position) 60
Edge Erase (Erasing the Edges and Margin Shadows of the Original) 61
Scan Start Position (Shifting the Start Position for Scanning the Original) 63
Lead & Trail Margins (Making Copies with the Lead and Trail Margins) 63
Collation (Building Sets) 64
Mirror Image (Making Reverse Copies of Images) 65
Invert Image (Making Reverse Copies of Negative Images) 66



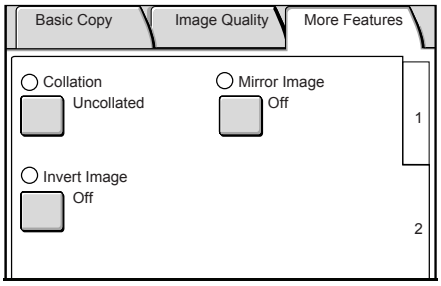


Image Location (Shifting the Image Copy Position)

If you want to change the location of the image from where it is on the original, you can shift the location of the image on the copy to the left, right, top, or bottom. You can also set it so the center of the original is automatically centered on the paper media used. In addition, you can make copies with a margin added to the top, bottom, left, or right.

Important: The image shift amount is set in relation to the paper media used. Even if you set copies to be reduced or enlarged in the Reduce/Enlarge screen, copies are made with the margin shift that is set here.

1 Select [Image Location].

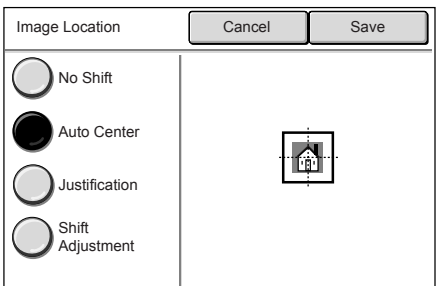
2 Select the margin to be shifted.

■No Shift

Copies are made without the position of the original image being shifted.

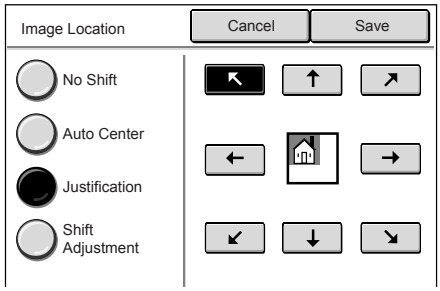
■Auto Center

Copies are made so that the center of the original matches the center of the paper media.



■Justification

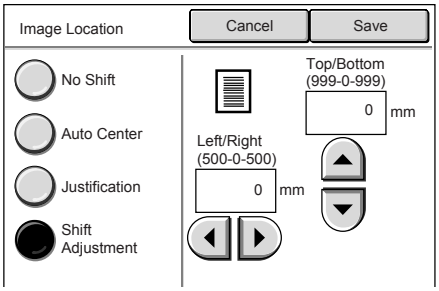
Copies are made with the original image shifted to the edges or corners of the paper. You can select from eight shift directions.



■Shift Adjustment

You can set the margins. Set the shift amount within the range of 0 to +/-40 mm in 1mm increments.

Note
- The numeric keypad is disabled. Use [▲][▼][◀][▶] to set the margin.
- When an optional memory is expanded, you can set the shift amount within the ranges of 0 to +/-999mm for Lead/Trail, and 0 to +/-500 mm for Left/Right.



3 Select [Save].

Edge Erase (Erasing the Edges and Margin Shadows of the Original)

When making copies from a book or other unique originals, black shadows sometimes appear along the edges of the paper. If this happens, you can make copies with the shadows erased.

Note
- When Reduce/Enlarge is set, the border erase amount is also enlarged or reduced in proportion to the copy ratio.

1 Select [Edge Erase].

2 Select the type of edge erase.

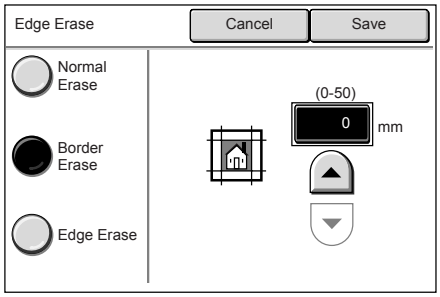
3 Set the width to erase for each of the lead, trail, left, and right edges using the numeric keypad or [▲][▼].

■Normal Erase

The edge erase amount is set to 2 mm for the lead, trail, left, and right.

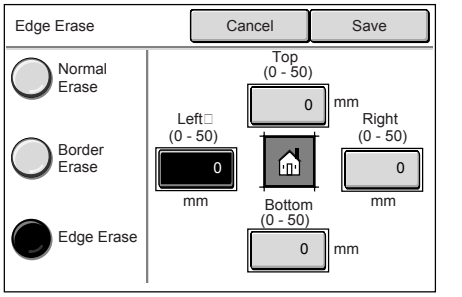
■Border Erase

Shadows at the lead, trail, left, and right of the original are erased with the same edge erase measurements. You can set the edge erase width within the range of 0 to 50 mm in 1 mm increments.



■Edge Erase

Edges at the lead (top), trail (bottom), left, and right are erased independently. You can set the edge erase width within the range from 0 to 50 mm in 1 mm increments.

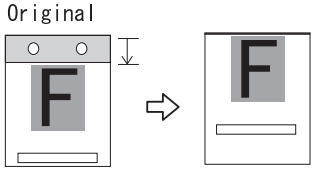


4 Select [Save].

Scan Start Position (Shifting the Start Position for Scanning the Original)

You can skip the unneeded portion of the lead edge of the original by shifting the start position for scanning the original.

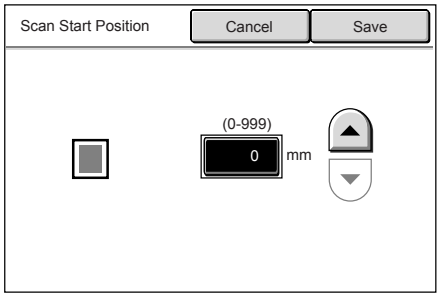
The length from the edge of the original to the scan start position can be set from 0 to 999 mm in 1 mm increments.



1 Select [Scan Start Position].

2 Set the scan start position using the numeric keypad or [▲], [▼], and select [Save].

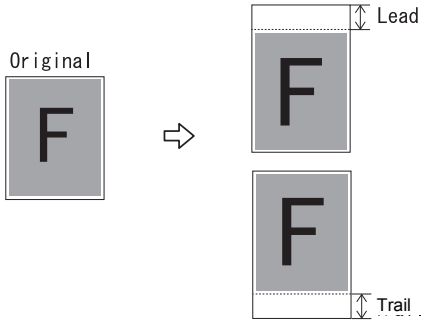
Note • When Reduce/Enlarge is set, the scan start position is also enlarged or reduced proportionately to the copy ratio.



Lead & Trail Margins (Making Copies with the Lead and Trail Margins)

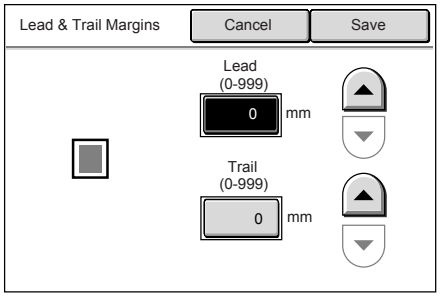
Lead and trail margins can be added to copies.

Set the lead and trail margins within the range from 0 to 999mm in 1 mm increments.



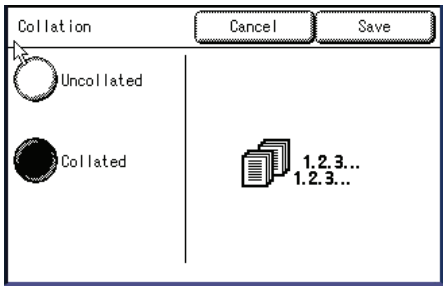
1 Select [Lead & Trail Margins].

2 Set the margins using the numeric keypad or [▲], [▼], and select [Save].



Collation (Building Sets)

You can select the copy output method and change your settings for each set of originals.



1 Select [Collation].

2 Select [Collated] or [Uncollated] as needed.

■Uncollated

The machine prints the specified number of copies and sorts sheets by page.

■Collated

The machine prints sheets sorted into sets that are arranged in page order.

You can set the print order to either the ascending order or descending order in the system setting features. For information about the output order, refer to "Collation Order" (P.136).

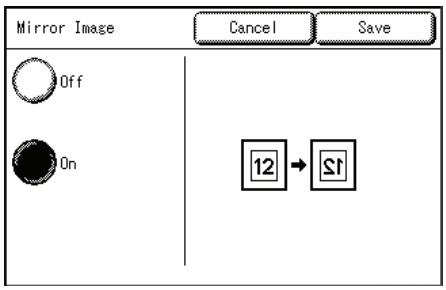
3 Select [Save].

Mirror Image (Making Reverse Copies of Images)

You can copy with the left and right sides of the original image reversed.

1 Select [Mirror Image].

2 Select [On] if necessary.



■Off

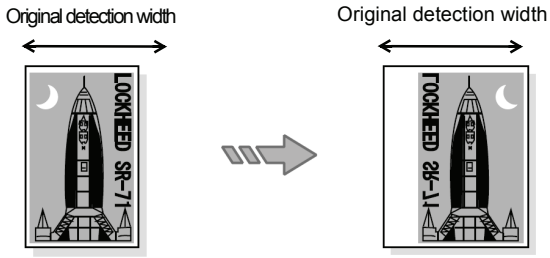
Mirror image is not applied to copies.

■On

Mirror image is applied to copies.
Copies are made with the left and right sides of the original image reversed symmetrically.

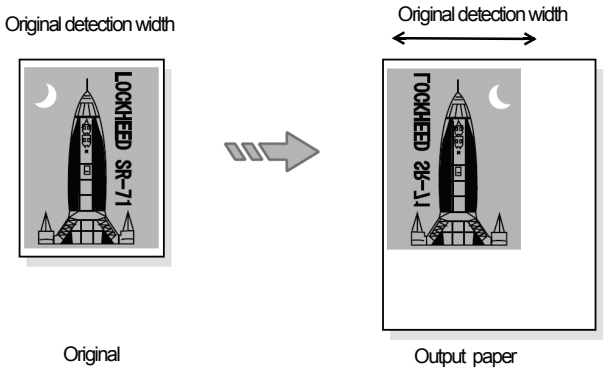
3 Select [Save].

When the width of the original image is smaller than the width of the paper media, such as non-standard originals, a margin is placed on the left side of the paper.



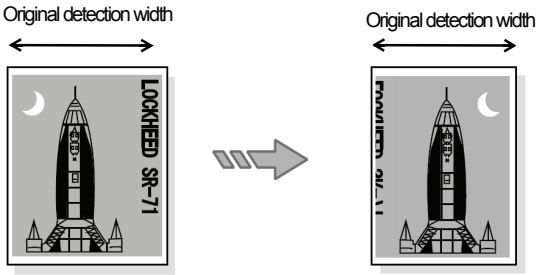
Magnification:100%

When the paper media size used is larger than the original image size, the left and right sides of original are reversed within the original image area, and a margin is placed on the right side of the paper.



Magnification:100%

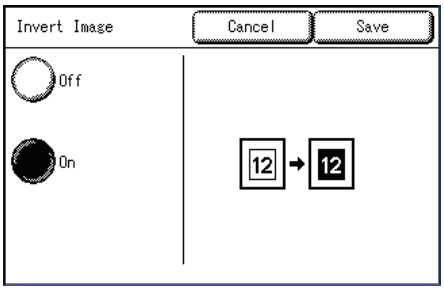
the original image is slightly larger than the original detection width, the protruding part of the right side of the original image is omitted.



Magnification:100%

Invert Image (Making Reverse Copies of Negative Images)

You can choose to have the black and white portions of the original image reversed in the copy.



1 Select the [Invert Image] on-screen button.

2 Select [On] if necessary.

■Off

Negative Image is not applied to copies.

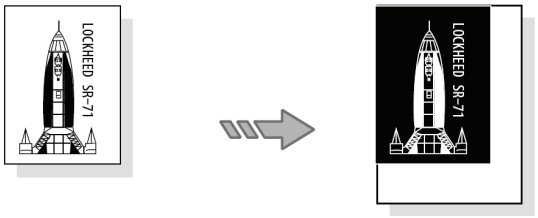
■On

Negative image is applied to copies.

Copies are made with the black and white "colors" reversed.

3 Select [Save].

Note
- When [Invert Image] and [Edge Erase] are set simultaneously, the edge erase area turns to white.
- When the original size is smaller than output paper media, white margins appear.

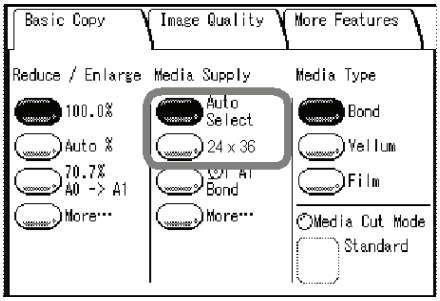


Original Output paper media

Auto Rotate Feature (90 Degree Auto Rotate)

The **Auto Rotate** feature that is built in to the Copier/Printer model will take images that are scanned in as "Portrait" and automatically convert them to "Landscape" - under certain conditions.

Note
- This feature only works when going from "Portrait" to "Landscape" (when you are also in Auto mode or you have selected a standard size). It does not work in the opposite direction - so it will not enable you to go from "Landscape" to "Portrait."



1 Select the [Basic Copy] tab.

2 Select [Auto Select] or select one of the standard sizes.

3 Feed the original into the scanner in portrait orientation.

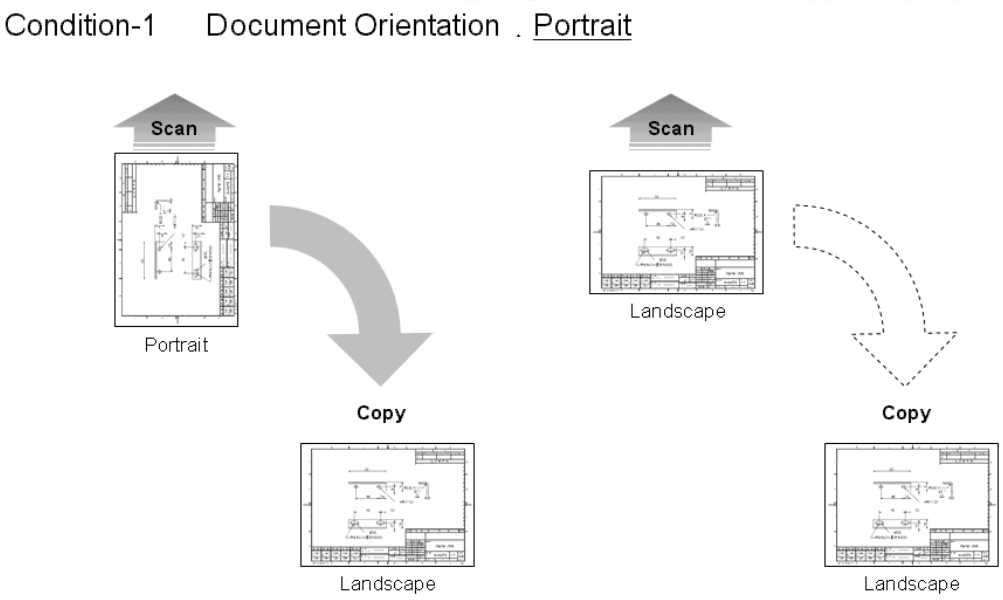
4 The copy will be printed in landscape orientation.

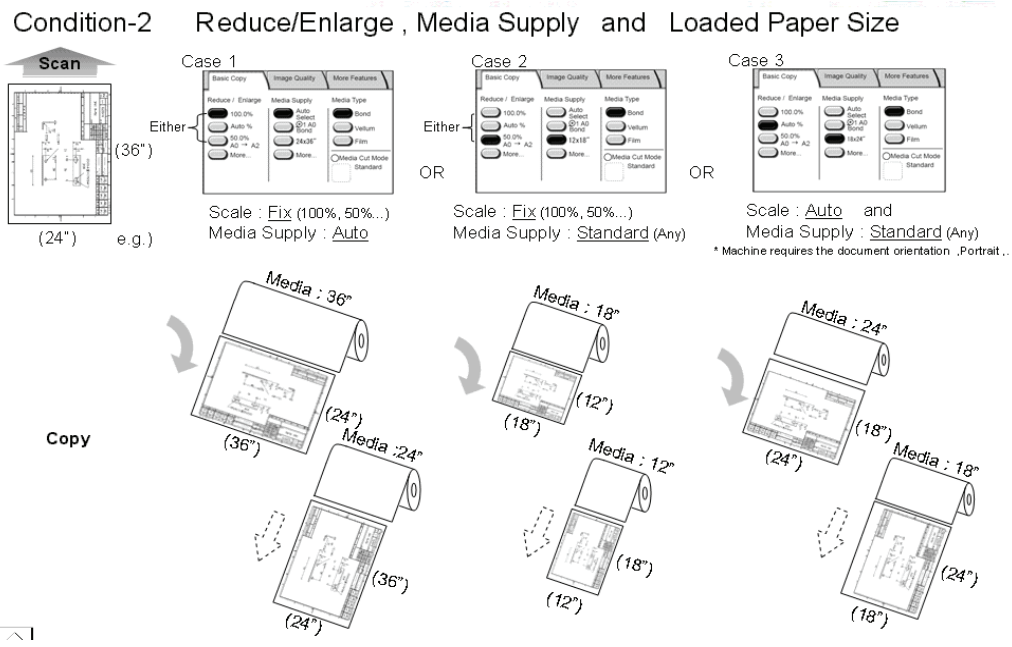
Limitations to the Auto Rotate feature:

* Printing cannot be set to come from a specific roll, or the feature will not work. So you cannot select Roll 1, Roll 2, or Manual Feed and still have the feature work.

* The code that you enter for the orientation of the original (input detection) under the Detail Settings must be Auto (0) or Portrait (1) but not Landscape (2) to work correctly.

Illustrations of the Auto Rotate feature:





4 Scan

This chapter describes the scan features of the Xerox 6204 Wide Format Copier/Printer model.

Important • Scan features are not available for some models. An optional package is necessary. For more information, contact your Xerox Customer Support Center.

- Preparation for Scanning 70
- Scanning Multiple Originals as One Set of Data 75
- Stopping a Scan Job 77
- Interrupting a Scan Job 78
- Scan Features 79
- Scan - Basic Scan 80
- Scan - Image Quality 83
- Scan - More Features 85
- Deleting Documents in a Mailbox 89
- Creating / Deleting / Changing a Mailbox 91

Preparation for Scanning

This section describes the basic steps you need to take before you start scanning on the Xerox 6204 Wide Format Copier Printer.

■ **Items you set on the Xerox 6204 WF Solution**

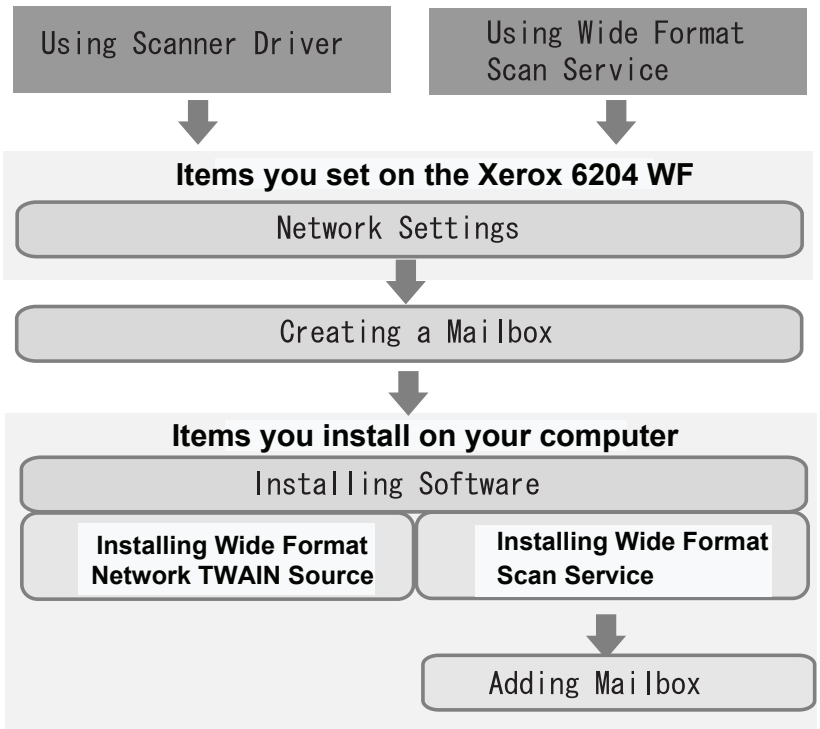
Set the network settings on the machine.

Set up a mailbox to receive the scanned documents - which are saved to the designated mailbox in the machine first. This mailbox must be created and registered before you start scanning.

■ **Items you install on your computer**

Install the software on the machine that saves the scanned document.

There are two types of software: "Wide Format Network TWAIN Source" (also referred to as the Scanner Driver) and " Wide Format Scan Service".


Using Scanner Driver
Using Wide Format Scan Service
Items you set on the Xerox 6204 WF
Network Settings
Creating a Mailbox
Items you install on your computer
Installing Software
Installing Wide Format Network TWAIN Source
Installing Wide Format Scan Service
Adding Mailbox

Establish Network Settings

Set the network settings on the machine.

For the steps to establish your network settings, refer to "Network Settings" (P.138).

Create a Mailbox

You can create up to 50 mailboxes on the machine.

See the section "Creating a Mailbox" (P.91) later in this chapter for more details on this process.

Mailbox Name

Set the mailbox name.

Using the displayed keyboard and the numeric keypad, up to 20 characters can be entered.

Note • For information about how to enter characters, refer to "Entering Text" (P.24).

Password Settings

Set and display the mailbox password. Enter a four-digit number (0 to 9). You can set the password to **off** if you don't want to have a password required.

When scanning documents to a mailbox or retrieving documents from a mailbox on a computer, password input is required.

▲ ▼

Delete/Save Documents

The following option can be set: whether a document stored in a mailbox should be deleted after the document is imported. If you choose the **Off** setting, then the document is left strored in the mailbox. If you choose **On**, then the document will be automatically deleted from the mailbox after it is imported.

Scanning Procedure

This section describes the basic scan operations. The following shows the scanning procedure and reference subsections:

Note • The network must be set up before using the scan features. For information about the network settings, refer to "Network Settings" (P.138).

Step 1 Selecting the Mailbox 72
Step 2 Selecting Features 73
Step 3 Starting a Scan Job 74
Step 4 Importing Scanned Data 74

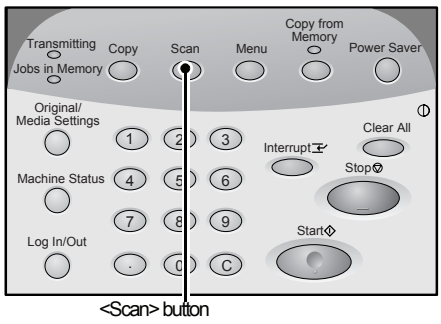
Step 1 Selecting the Mailbox

Select the mailbox to store the documents (the mailboxes must be created in advance).

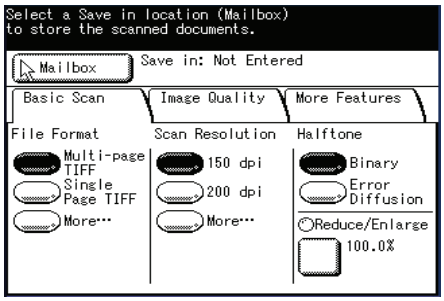
Note • You can store up to 999 document files in a mailbox.
• For information about how to create the mailboxes, refer to "Creating a Mailbox" (P.91).

1 Press the < Scan> button.

Note • To display the [Scan] screen, you can also select [Scan] on the [Menu] screen that is displayed by pressing the <Menu> button.

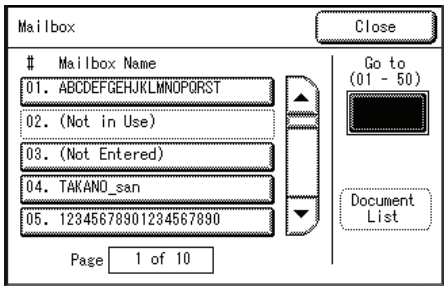


2 Select [Mailbox].



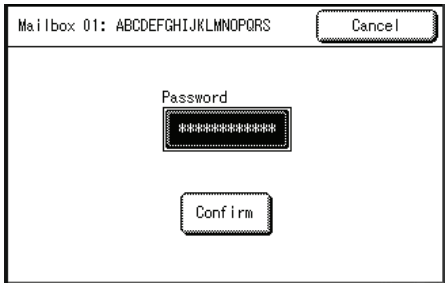
3 Select a mailbox to store documents.

Note • Select [▲] to display the previous screen and select [▼] to display the next screen. You can also directly access a Mailbox by entering a two-digit mailbox number in [Go to] using the numeric keypad.

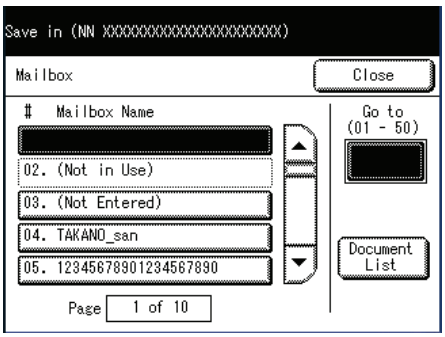


4 Enter the password, and select [Confirm].

Note • When [Password Settings] for the mailbox is set to [Off], this screen does not appear.



5 Select [Close].



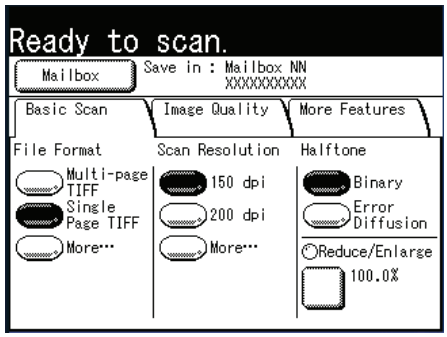
Step 2 Selecting Features

You can select the features/options on the [Scan] screen.

Note • The features/options displayed may vary depending on the model you are using.

1 Select the desired features from each tab as needed.

Note • When scanning and storing the originals one by one, select [Single Page TIFF], [Single Page PDF] or [CALS] for [File Format].



For information about each of these features, refer to the sections listed below.

"Scan - Basic Scan" (P.80)

"Scan - Image Quality" (P.83)

"Scan - More Features" (P.85)

For the information about how to store multiple originals as a single document (data), refer to "Scanning Multiple Originals as One Set of Data" (P.75).

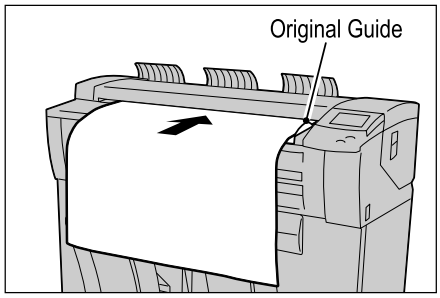
Step 3 Starting a Scan Job

Set the original in place.

Important • The original may jam if pressure is applied to the top of the original or it is pulled during scanning.

• When originals that contain holes are to be loaded, make sure that the area with the holes is fed in last. The original may jam if the area with the holes is fed in first.

1 Align the original with the original guide facing down, and insert the lead edge of the original into the machine until it stops.



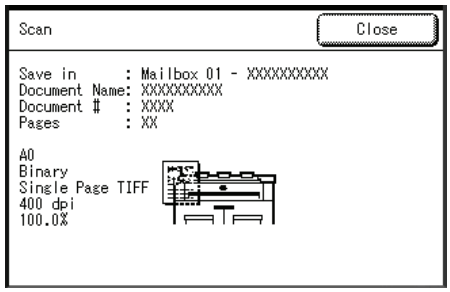
The original is fed, and it stops moving after it has slid into the machine. Then the machine starts scanning automatically.

Note • The original guide can be moved to the right edge depending on the original.

Important • Hold the original while it is being fed. If you release the original at the point it stops, it may result in paper jams.

Note • If the scan start mode has been set to [Manual Start], press the <Start> button. If a problem occurs, an error message appears in the touch screen. Solve the problem as instructed in the message.

For information about a manual start, refer to "Scan Start Mode" (P.127).



2 Remove the ejected original.

Step 4 Importing Scanned Data

Import the scanned data stored on the machine's mailbox into your computer. Importing can be done in the following ways:

For more information, refer to "Importing Scanned Data" (P.111).

■Import the Scanned Data Using Wide Format Scan Service

You can create files directly from the scan data that is stored on the machine's mailbox.

■Import the Scanned Data Using the Application

You can import using the network scan driver.

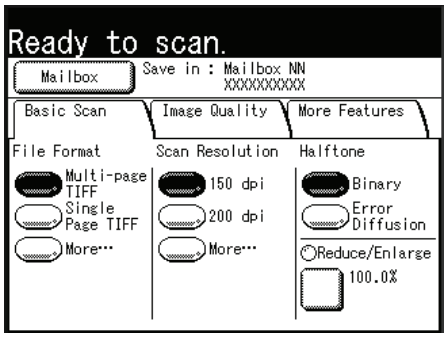
Scanning Multiple Originals as One Set of Data

When [Multi-page TIFF] or [Multi-page PDF] is selected for [File Format], you can scan multiple originals as one set of data.

You can store up to 100 pages per file.

1 Select [Multi-page TIFF] or [Multi-page PDF] for [File Format] on the [Basic Scan] screen.

2 Select other features from each tab if necessary.



3 Set the first page of the originals.

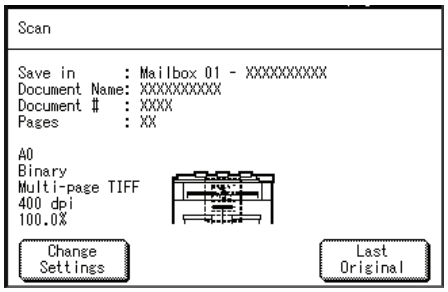
The machine starts scanning the original.

■When not changing scan settings for the next originals.

Set the next original.

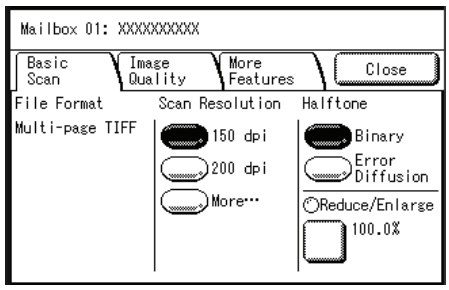
■When changing scan settings for the next originals.

Select [Change Settings].



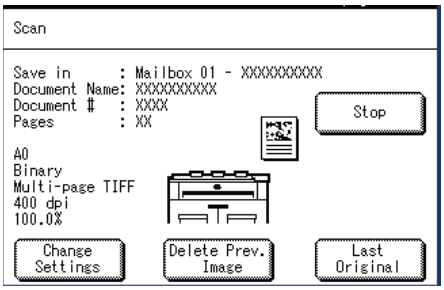
The [Scan] screen appears. Change the scan settings if necessary.

Set the original in place.

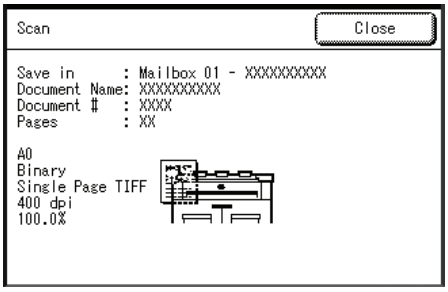


4 If you have more originals, make sure they are in the correct order and continue the process.

Note
- When the number of originals exceeds the maximum number of pages that can be stored, the scanning of the originals is suspended. Then select the next procedure, either to cancel the scan job, or to save the originals already scanned as one set of data.
- To delete the most recently scanned original, select [Delete Prev. Image].



5 When all originals have been scanned, select [Last Original].



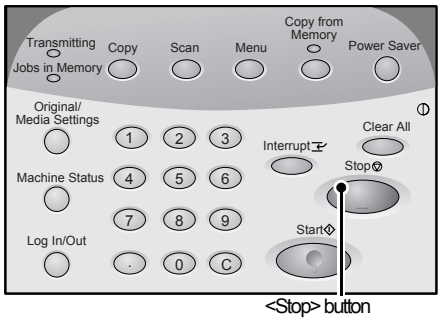
Stopping a Scan Job

Follow the procedure below to stop a scan.

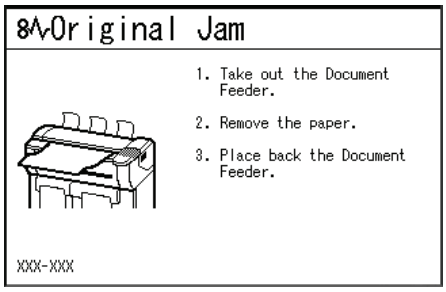
Stop Scanning an Original

1 Press the <Stop> button on the control panel while an original is being scanned.

The machine stops scanning. If the paper media is being fed, the machine will pause after all paper is output.



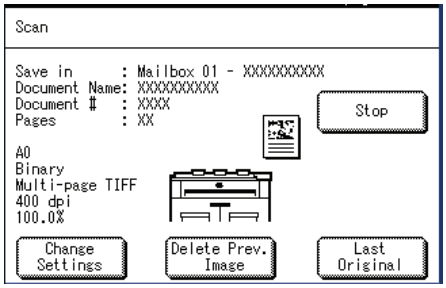
2 If an original jams, solve the problem in accordance with the message displayed.



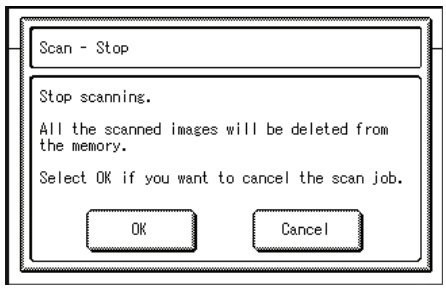
Stop Scanning Multiple Originals

All the originals scanned are deleted and the scan job is stopped.

1 Select [Stop] on the touch screen.



2 Select [OK].


Scan - Stop
Stop scanning.
All the scanned images will be deleted from the memory.
Select OK if you want to cancel the scan job.
OK
Cancel

Interrupting a Scan Job

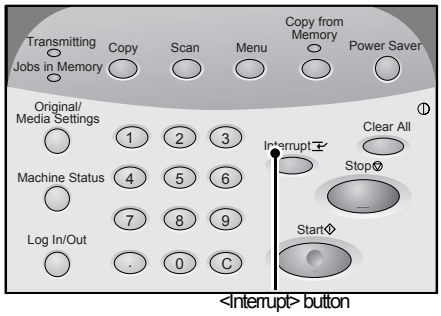
You can interrupt the current print job for an urgent scan job.

Note • You cannot interrupt a copy job for a scan job.

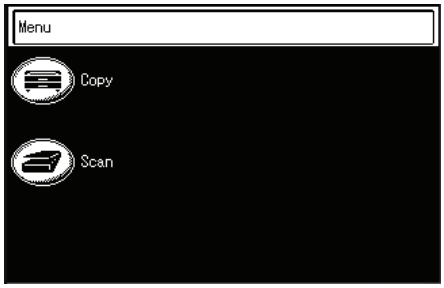
1 Press the <Interrupt> button on the control panel.

The <Interrupt> indicator is blinking. It indicates the interrupt has been requested. The current print job is suspended.

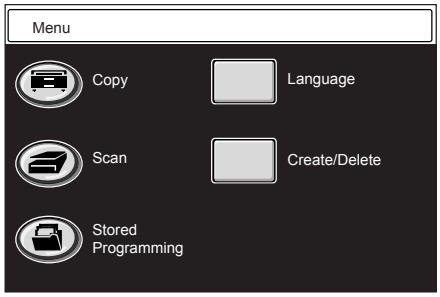
When the interrupt is ready, the <Interrupt> indicator is lit (no longer blinking).



2 Select [Scan].



3 Set the mailbox and other features for the interrupt.



4 Set the original aligning with the original guide.

For information about the procedure to set the originals, refer to "Step 3 Starting a Scan Job" (P.74).

5 Press the <Start> button.

6 When the interrupt is completed, press the <Interrupt> button again.

The interruption mode is cancelled, and the suspended job resumes.

Note • The interruption mode will be automatically cancelled after 30 seconds has elapsed without scan operation.

Scan Features

The Xerox 6204 Wide Format Copier/Printer model has the following scan features:

■Scan Resolution

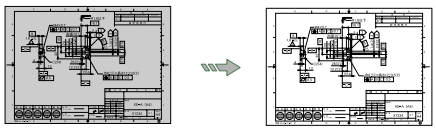
Sets the resolution for the original to be scanned.

■Halftone

Sets the halftone type for the original to be scanned.

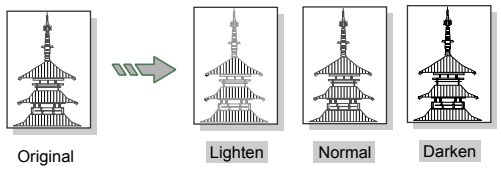
■Original Type

Selects the image quality corresponding to each type of original.



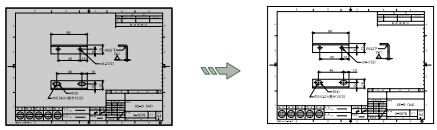
■Scan Density

Adjusts the scan density for the original to be scanned.



■Background Suppression

Erases the background color of the original that contains uneven density.



■Contrast

Adjusts the contrast of the original.

■Scan Size

Sets the scan size of the original.

■Edge Erase

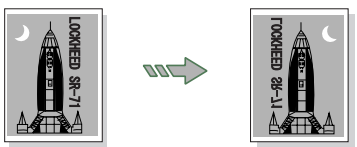
Erases the edges of the original image.

■Scan Start Position

Skips the unneeded portion of the leading edge of the original.

■Mirror Image

Scans with the left and right sides of the original image reversed.



■Invert Image

Scans with the "colors" of the original image reversed in black and white.

Scan - Basic Scan

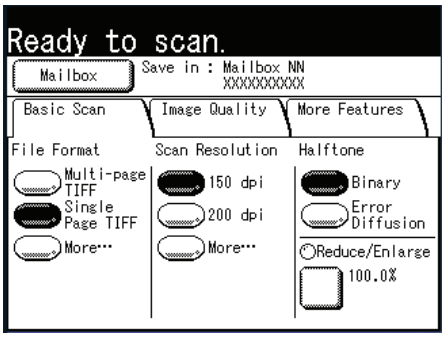
You can set the basic features on the [Basic Scan] screen. For more information, refer to the following parts of this section:

File Format (Selecting the Scanned Data Type) 80
Scan Resolution (Selecting the Scan Resolution) 81
Halftone (Selecting the Halftone Type for Scanning the Original) 82
Reduce/Enlarge (Specifying the Ratio for the Scan Job).....82

1 Press the <Scan> button, or select [Scan] on the [Menu] screen.

Note • Often the <Custom 2> button is set up as the <Scan> button.

2 Select the [Basic Scan] tab.



File Format (Selecting the Scanned Data Type)

You can select the scanned data type.

1 Select the file format.

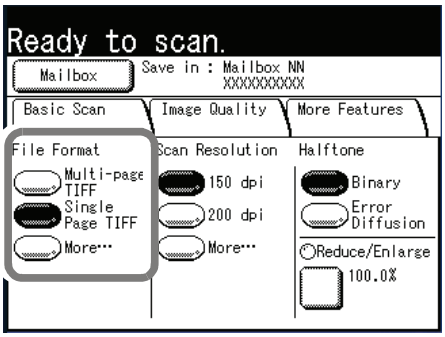
■File Formats (1st and 2nd Buttons)

Select from preset file formats.

You can change the file formats that are displayed. For information about this procedure, refer to "File Formats (1st, 2nd buttons)" (P.140).

■More...

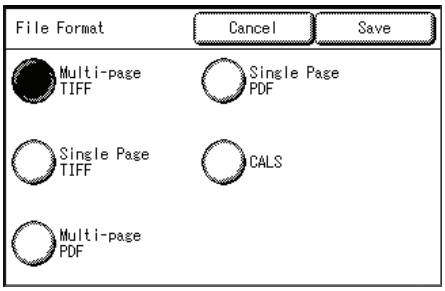
The [File Format] screen is displayed.



[File Format] screen

1 Select [More...] for [File format].

2 Select the file format.



■Multi-page TIFF

Saves multiple pages as 1 TIFF file.

■Single page TIFF

Saves each page as a TIFF file.

■Multi-page PDF

Saves multiple pages as 1 PDF file.

■**Single page PDF**

Saves each page as a PDF file.

■**CALS**

Saves as a CALS file.

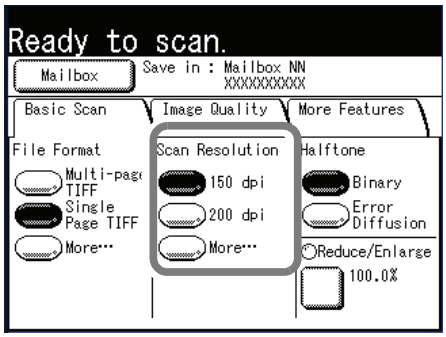
3 Select [Save].

Scan Resolution (Selecting the Scan Resolution)

You can set the resolution at which the original will be scanned.

As the resolution increases, the scan becomes more detailed, but the data size also increases. As data size increases, scan and transfer times will increase as well.

1 Select [Scan Resolution].



■**Scan Resolution (1 to 2nd buttons)**

Select from preset resolutions.

You can change the resolutions that are displayed. For information about this procedure, refer to "Scan Resolution (1st, 2nd buttons)" (P.140).

■**More...**

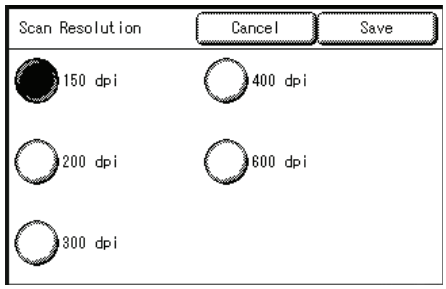
Display the [Scan Resolution] screen.

[Scan Resolution] screen

1 Select [More...] for [Scan Resolution].

2 Select a scan resolution from 150dpi, 200dpi, 300dpi, 400dpi, and 600dpi.

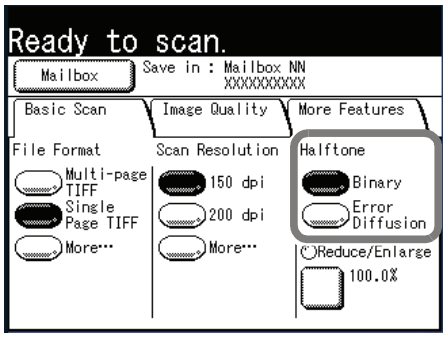
3 Select [Save].



Halftone (Selecting the Halftone Type for Scanning the Original)

You can select the gradation settings for the scan of the original.

1 Select the halftone.



■Binary

This reproduces images with white and black in two gradations.

■Error Diffusion

Select this item when scanning an original that needs to be reproduced with halftones, such as photos.

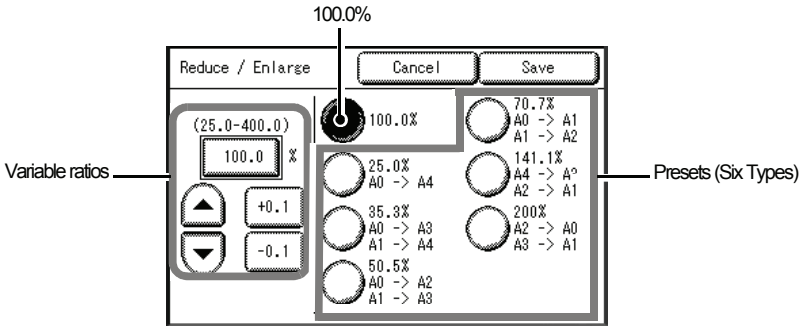
Reduce/Enlarge (Specifying the Ratio for the Scan Job)

You can set the ratio at which the original is either reduced or enlarged during scanning, based on a percentage of the original.

1 Select [Reduce/Enlarge].

2 Select the desired ratio.

You can change the ratios displayed. For information about this procedure, refer to "Reduce / Enlarge Buttons (Changing Preset Values)" (P.136).



■Variable ratios

You can enter any ratio for scanning. Set the ratio within the range of 25% to 400% in 0.1% increments. Touch the entry area for numerical values. Enter the numerical values using the numeric keypad, [▲][▼] in 1% increments, or [+0.1][-0.1] in 0.1% increments.

■100.0%

Scanned image will be the same size as the original.

■Presets (Six Types)

Select from six preset scan ratios.

You can change the ratios displayed. For information about this procedure, refer to "Reduce / Enlarge Buttons (Changing Preset Values)" (P.136).

Scan - Image Quality

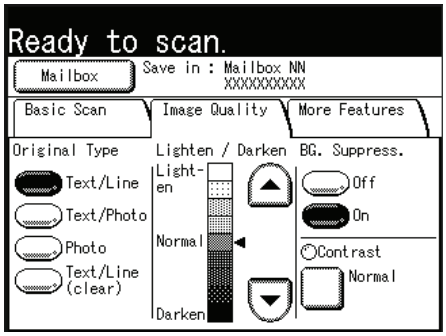
You can configure the image features on the [Image Quality] screen. For more information, refer to the following parts of this section:

Original Type (Selecting the Image Quality Based on Type of Original) 83
Scan Density (Adjusting the Scan Density) 84
Background Suppression (Erasing the Background Color of the Original)..... 84
Contrast (Adjusting the Contrast) 84

1 Press the <Scan> button, or select [Scan] on the [Menu] screen.

Note • The screen illustration is after you have selected a mailbox.

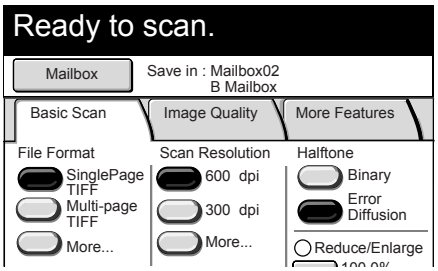
2 Select the [Image Quality] tab, and configure each feature.



Original Type (Selecting the Image Quality Based on Type of Original)

This option enables you to get the best image quality for the type of original used.

1 Select the type of original.



■Text / Line

Select this option to scan text, line drawings, graphs and illustrations clearly.

■Text / Photo

Select this option to scan originals that contain both text and photos/pictures.

■Photo

Select this option for scanning photos.

■Text / Line (clear)

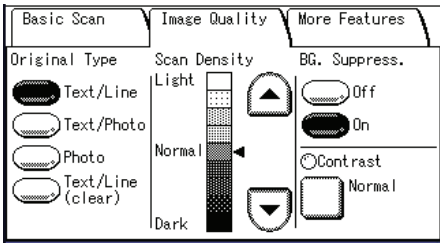
Select this option when scanning transparent (clear) originals. This item is suitable for originals which background color is clear, white, bluish, or brown.

Note • Use this option when scanning film and vellum originals.

Scan Density (Adjusting the Scan Density)

You can adjust the scan density for the original to be scanned.

1 Use [▲] and [▼] to adjust the settings.



You can select from nine scan density levels between [Light] and [Dark].

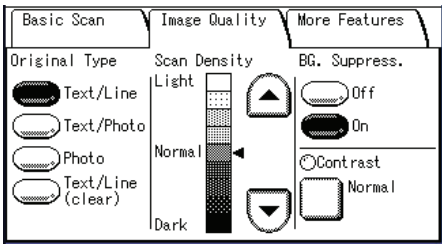
The scan color density increases the nearer the level is to [Dark], and decreases the nearer the level is to [Light].

Background Suppression (Erasing the Background Color of the Original)

When scanning originals that contain cut-and-pastes, blueprint, uneven density, etc., you can erase the background of the original.

Note • When [Original Type] is set to [Photo], the [BG Suppress.] (Background Suppression) feature is disabled.

1 Select [Off] or [On].



■Off

The background of the original is included during scanning.

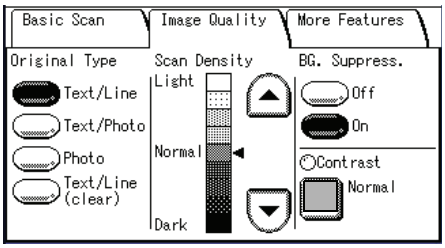
■On

The background of the original is excluded during scanning.

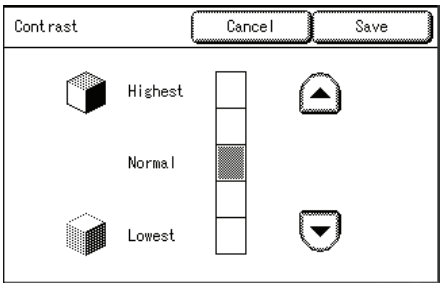
Contrast (Adjusting the Contrast)

You can adjust the contrast.

1 Select [Contrast].



2 Adjust the settings with [▲] and [▼].



You can select from five contrast levels between [Lowest] and [Highest].

The nearer the level is to [Highest], the greater the difference between the light and dark parts as light parts become lighter and dark parts become darker. Choosing [Lowest] results in the least contrast between light and dark areas.

3 Select [Save].

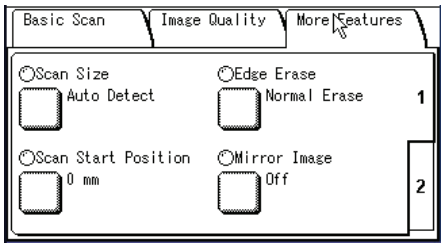
Scan - More Features

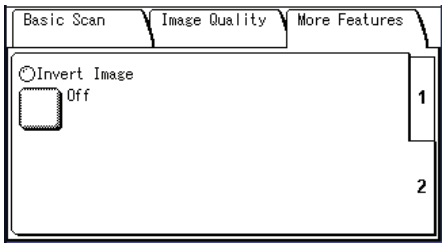
You can configure items such as scanned image size and the scan start position on the [More Features] screen. For more information, refer to the following parts of this section:

Scan Size (Specifying the Scan Size)..... 85
Edge Erase (Erasing Edges and Margin Shadows of the Original)..... 86
Scan Start Position (Shifting the Start Position for Scanning the Original)..... 86
Mirror Image (Scanning Images Reversed) 87
Invert Image (Scanning with Inverted Images)..... 88

1 Press the <Scan> button, or select [Scan] on the [Menu] screen.

2 Select the [More Features] tab, and configure each feature.





Scan Size (Specifying the Scan Size)

You can set the size for the original to be scanned.

1 Select [Scan Size].

2 Select the size.

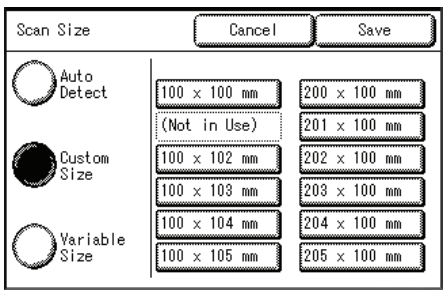
■Auto Detect

Original sizes are automatically detected.

■Custom Size

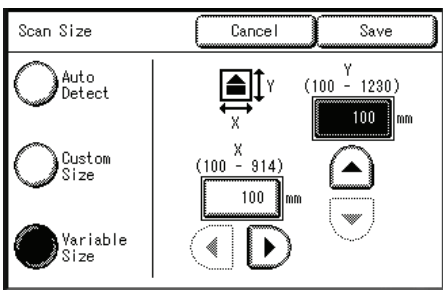
You can set custom sizes in advance that you will use frequently in the System Settings feature and then select a desired size from the custom sizes you have set.

For more information about how to set the custom sizes to be displayed, refer to "Custom Size Buttons" (P.142).



■Variable Size

You can set the width in the range 100 to 1230 mm , and the height in the range 100 to 914 mm, in 1 mm increments.



3 Select [Save].

Edge Erase (Erasing Edges and Margin Shadows of the Original)

When scanning certain original documents, black shadows sometimes appear along the edges of the paper. If this happens, you can scan with the shadows erased.

Note • When Reduce/Enlarge is set, the edge erase amount is also enlarged or reduced in proportion to the scan ratio.

1 Select [Edge Erase].

2 Select the type of edge erase.

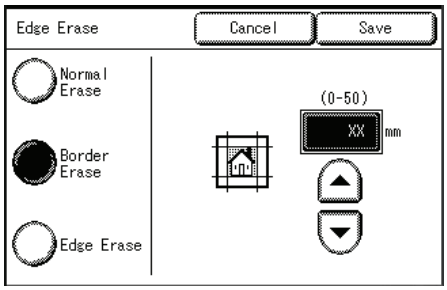
3 Set the width to be erased for each of the lead, trail, left, and right edges, using the numeric keypad or [▲][▼].

■Normal Erase

The edge erase amount is set to 2 mm for the lead, trail, left, and right.

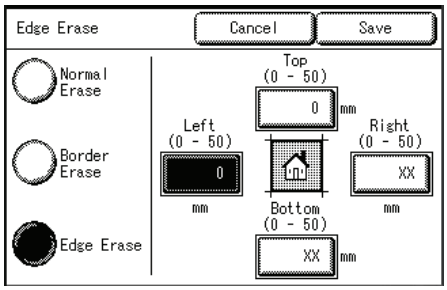
■Border Erase

Shadows at the lead, trail, left, and right of the original are erased with the same edge erase amount. You can set the edge erase width within the range of 0 to 50 mm in 1 mm increments.



■Edge Erase

Edges on the lead (top), trail (bottom), left, and right are erased independently. You can set the edge erase width within the range of 0 to 50 mm in 1 mm increments.



4 Select [Save].

Scan Start Position (Shifting the Start Position for Scanning the Original)

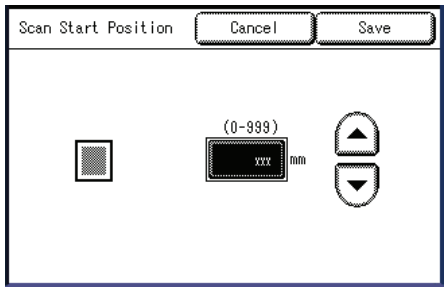
You can skip the unneeded portion of the leading part of the original by shifting the start position for scanning the original.

The length from the edge of the originals to the start position can be set from 0 to 999 mm in 1 mm increments.

1 Select [Scan Start Position].

2 Set the scan start position using the numeric keypad or [▲], [▼].

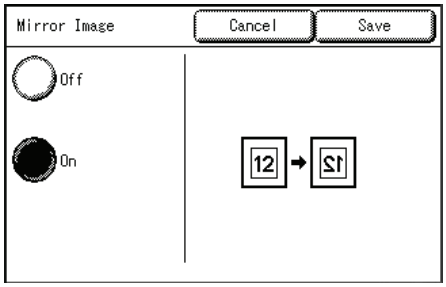
Note • When Reduce/Enlarge is set, the scan start position is also enlarged or reduced in proportion to the scan ratio.



3 Select [Save].

Mirror Image (Scanning Images Reversed)

You can scan so that the left and right sides of the original image are reversed.



1 Select [Mirror Image].

2 Select [On] if necessary.

■Off

Mirror image is not applied to the data.

■On

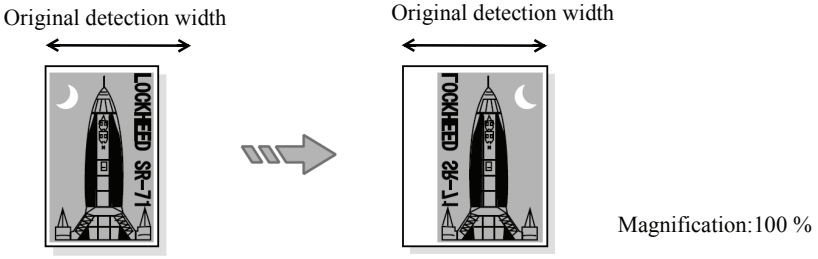
Mirror image is applied to the data.

The data is performed with the left and right sides of the original image reversed symmetrically.

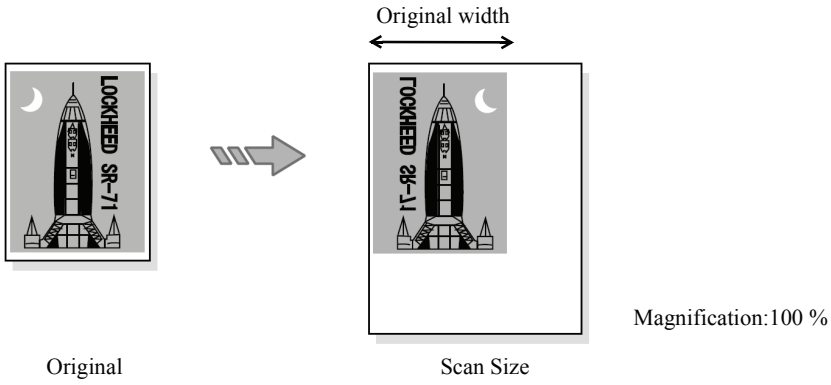
3 Select [Save].

Note

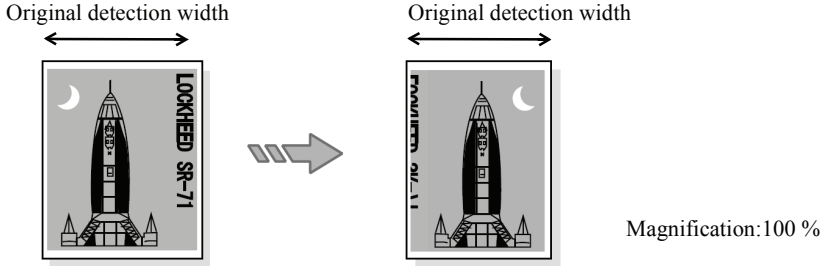
- When the width of the original image is smaller than the width of the scan size, such as non-standard originals, a margin is placed on the left side of the paper.



- When the scan size is larger than the original image size, the left and right sides of original are reversed within the original image area and a margin is placed on the right side of the scanned image.

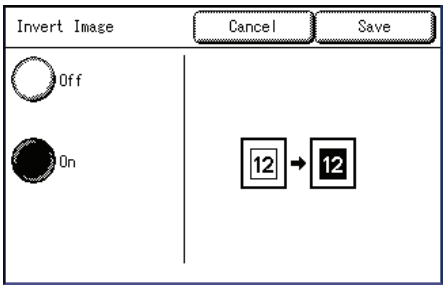


- When the original image is slightly larger than the original detection width, protruded part of the right side of the original image is omitted.



Invert Image (Scanning with Inverted Images)

You can scan so that the colors of the original image are reversed in black and white.



1 Select the [Invert Image] button.

2 Select [On] if necessary.

- Off

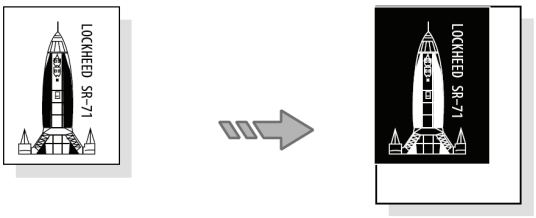
  Inverted/Negative Image is not applied to the data.

- On

  Inverted/Negative Image is applied to the data.

  The data is scanned with the colors reversed.

Note
- When [Negative Image] and [Edge Erase] are set simultaneously, the edge erase area turns to white.
- When the original size is smaller than the scan size, white colored margins appear.

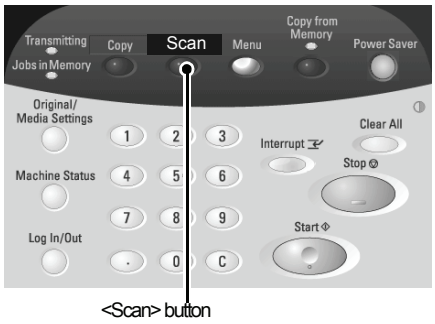


Original Scan Size

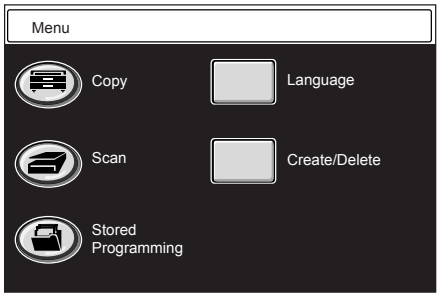
Deleting Documents in a Mailbox

You can delete the documents in a mailbox on the [Mailbox] screen.

1 Press the <Scan> button, or select [Scan] on the [Menu] screen.

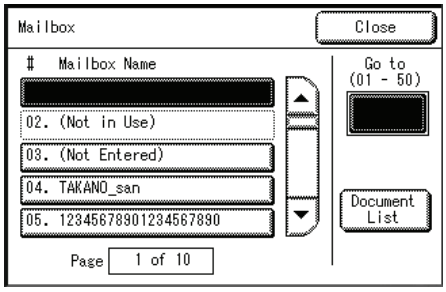


2 Select [Mailbox].



3 Select a mailbox.

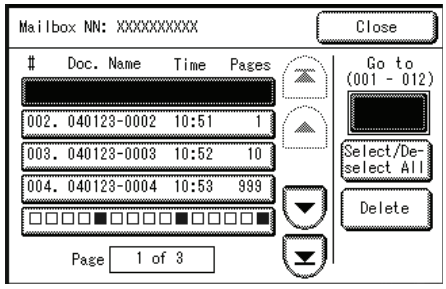
Note
- Select [▲] to display the previous screen and select [▼] to display the next screen. You can also directly access a Mailbox by entering a two-digit mailbox number in [Go to] using the numeric keypad.
- If a password entry screen appears, enter the password and select the [Confirm] button.



4 Select [Document List].

5 Select a document.

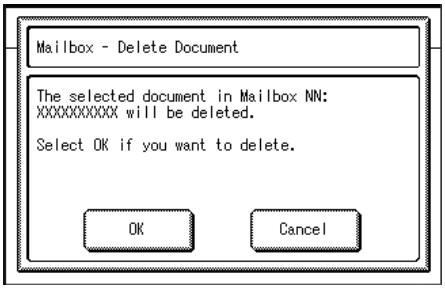
Note
- The document name is automatically created to “yymmdd-nnnn” (“n” is a sequential number in a four-digit). The document name cannot be changed.
- Select [▲] to display the previous screen and select [▼] to display the next screen. You can also directly access a Mailbox by entering a two-digit mailbox number in [Go to] using the numeric keypad.
- You can select more than one document.
- To cancel the selection you’ve made, select the document again.
- To select all documents, select [Select/Deselect all].



6 Select [Delete].

7 Select [OK].

Note • Once the document is deleted, it cannot be recovered.



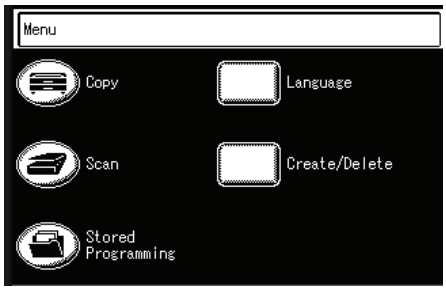
Creating / Deleting / Changing a Mailbox

You can set the following items on the [Create/Delete] screen for a mailbox:

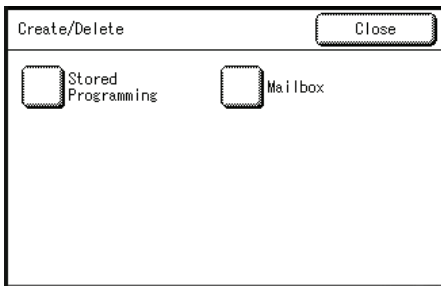
Creating a Mailbox 91
Deleting a Mailbox 93
Changing Mailbox Settings 94

1 Press the <Menu> button.

2 Select [Create/Delete].



3 Select [Mailbox].

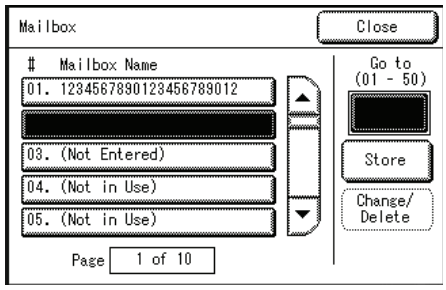


Creating a Mailbox

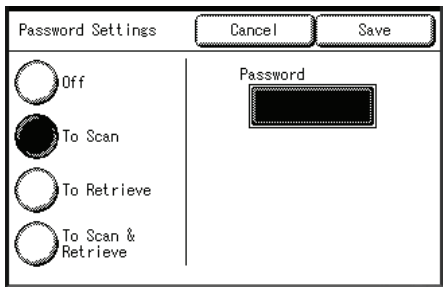
You can create up to 50 mailboxes.

1 Select a number not in use, and then select [Store].

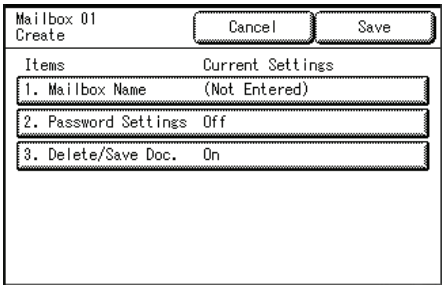
Note
- Select [▲] to display the previous screen and select [▼] to display the next screen.
- By entering a two-digit number in [Go To] using the numeric keypad, you can specify the mailbox directly.



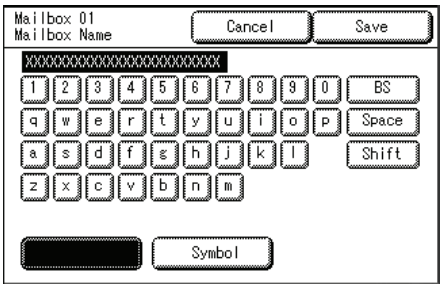
2 Enter the correct password, the select [Save]..



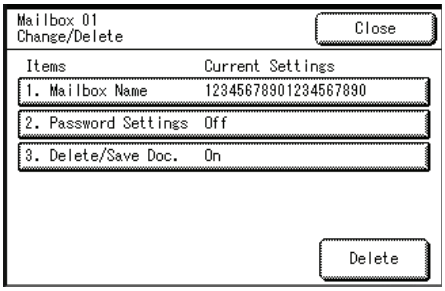
3 Select the item to be changed.



4 Change the selected settings, and select [Save].



5 Select [Save].

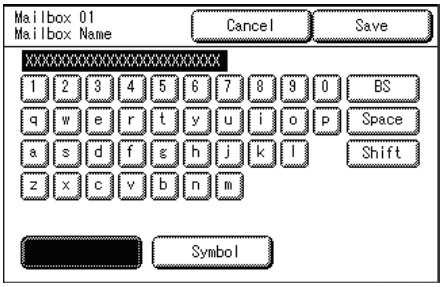


Mailbox Name

Enter the mailbox name.

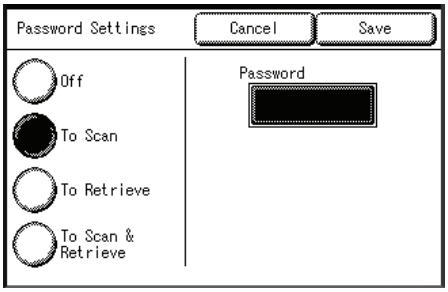
Using the keyboard displayed on-screen, and the numeric keypad, you can enter up to 20 characters.

For information about how to enter characters, refer to "Entering Text" (P.24).



Password Settings

Set and display the mailbox password. Enter a four-digit number (0 to 9). You can also set the password to off.



■Off

There is no password.

■To Scan

When scanning documents to a mailbox, a password must be entered.

■To Retrieve

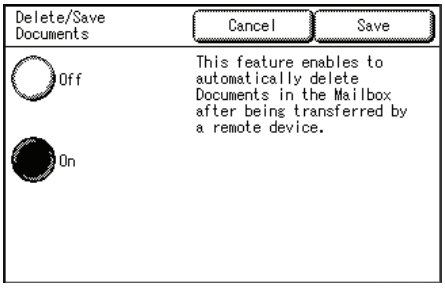
When retrieving data from a mailbox on a computer, a password must be entered.

■To Scan & Retrieve

When scanning documents to a mailbox or retrieving data from a mailbox on a computer, a password must be entered.

Delete/Save Documents

You can set the following option: whether a document stored in a mailbox should be deleted when the document is retrieved.



■Off

The document is not deleted.

■On

After a document is retrieved, it is automatically deleted.

Deleting a Mailbox

The two ways to delete a mailbox are as follows:

- Select [Delete Mailbox] on the [System Settings] screen.

For more details, refer to "Delete Mailbox" (P.145)

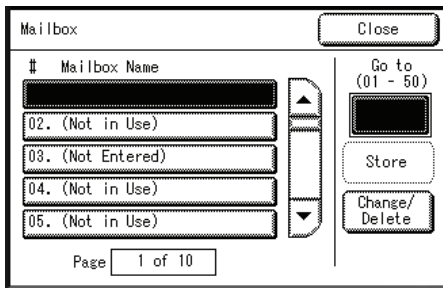
- Select [Create/Delete] on the [Menu] screen.

Note
- When deleting a mailbox, all documents in the mailbox are also deleted.
- When you set a mailbox password, then that password will also be needed if you want to delete the mailbox later.

This section describes the latter procedure.

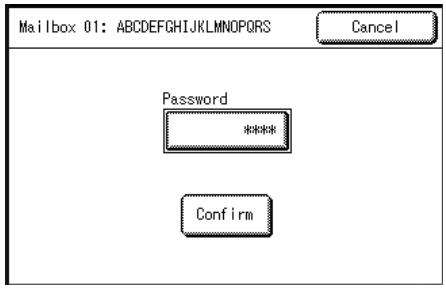
1 Select the number of a mailbox to delete, and then select [Change/Delete].

Note
- Select [▲] to display the previous screen and select [▼] to display the next screen.

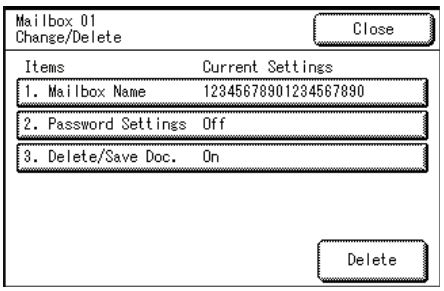


2 The screen that requests a password appears. Enter the password, and select [Confirm].

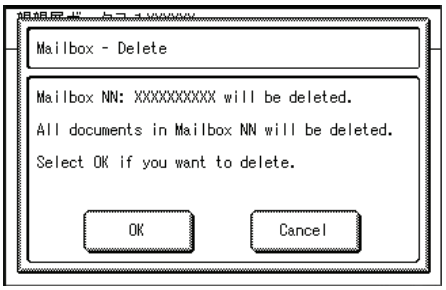
Note
- When [Password Settings] for the mailbox is set to [Off], this screen does not appear.



3 Select [Delete].



4 Select [OK].

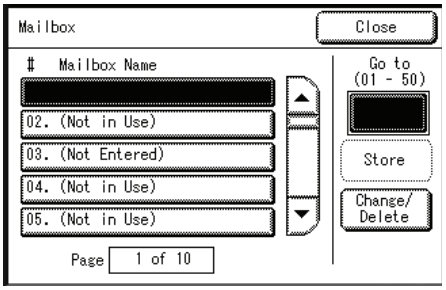

Mailbox - Delete
Mailbox NN: XXXXXXXXXX will be deleted.
All documents in Mailbox NN will be deleted.
Select OK if you want to delete.
OK
Cancel

Changing Mailbox Settings

This is the procedure for changing mailbox settings:

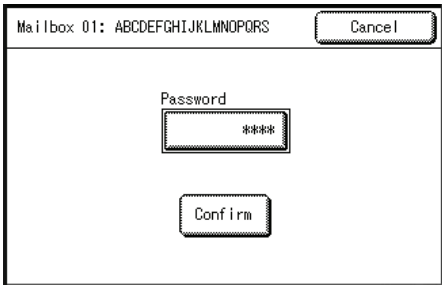
1 Select the number of a mailbox to change, and then select [Change/Delete].

Note • Select [▲] to display the previous screen and select [▼] to display the next screen.

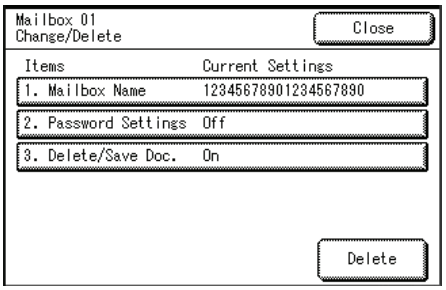


2 When setting a mailbox password, the screen that requests password input appears. Enter the password, and select [Confirm].

Note • When [Password Settings] for the mailbox is set to [Off], this screen does not appear.



3 Select the items to be changed (as needed), and then change the settings.



4 Select [Save].

5 Stored Programming

This chapter describes the Stored Programming features of the Xerox 6204 Wide Format Solution.

- Stored Programming Overview 96
- Registering/Deleting/Renaming Stored Programming 97
- Recalling Stored Programming 100

Stored Programming Overview

The [Create/Delete] screen for Stored Programming allows you to set the following items.

Frequently used features can be registered as Stored Programming and recalled by a single button operation. In addition, you can also register a screen to open from a shortcut button.

References for registering and recalling Stored Programming are listed below.

Registering/Deleting/Renaming Stored Programming 97
Recalling Stored Programming.....100

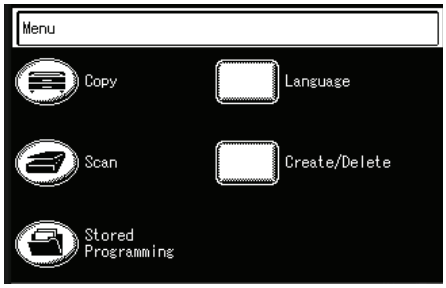
Registering/Deleting/Renaming Stored Programming

You can set the following items on the [Create/Delete] screen for Stored Programming.

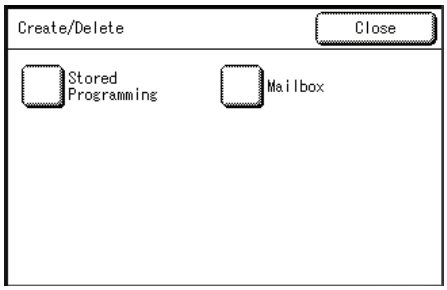
Registering Stored Programming 97
Naming/Renaming Stored Programming 98
Confirming Stored Programming Settings 99
Deleting Stored Programming 99

1 Press the <Menu> button.

2 Select [Create/Delete].



3 Select [Stored Programming].



Registering Stored Programming

Stored Programming can record a total of 40 features for copy and scan.

Note

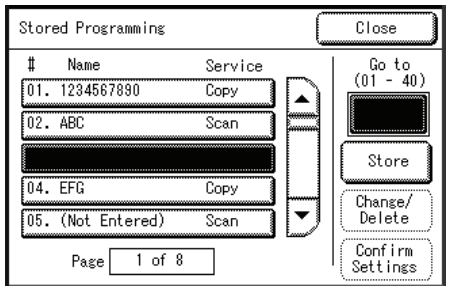
- Registering Stored Programming operations are disabled in the following situations:
  - Pressing the <Interrupt> button.
  - Pressing the <Original/Media Settings> button.
  - Pressing the <Machine Status> button.
  - Pressing the <Log In/Out> button.
  - Returning to the initial screen by the auto clear feature.
  - When a message screen (such as indication of a paper jam) is displayed.

1 Select a number not in use, and select [Store].

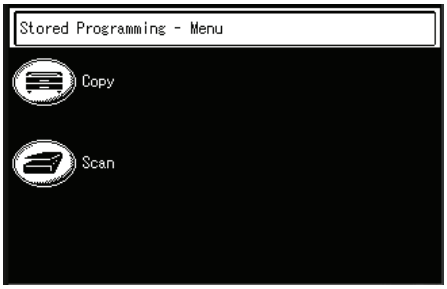
Once a job is stored to an on-screen button, it cannot be overwritten.

Note

- Select [▲] to display the previous screen and select [▼] to display the next screen.



2 Select [Copy] or [Scan].



3 The current selections are displayed, and can be changed if necessary.

4 Press the <Start> button.

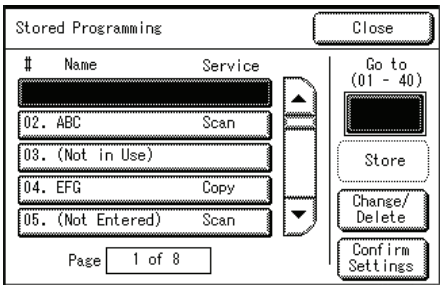
Note • To cancel the registration, press the <Stop> button.

Naming/Renaming Stored Programming

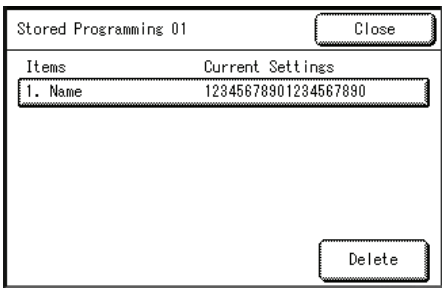
This is the procedure for naming and renaming Stored Programming.
Up to 20 characters are allowed in a Stored Programming name.

1 Select the number to name/rename, and select [Change/Delete].

Note • Select [▲] to display the previous screen and select [▼] to display the next screen.

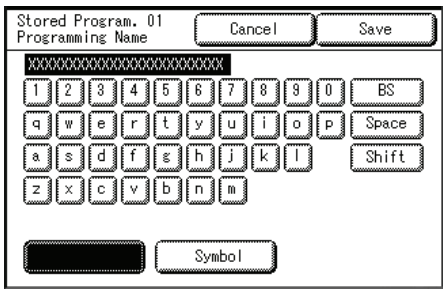


2 Select [Name].



3 Enter the name, and select [Save].

For information about how to enter characters, refer to "Entering Text" (P.24).



4 Select [Close].

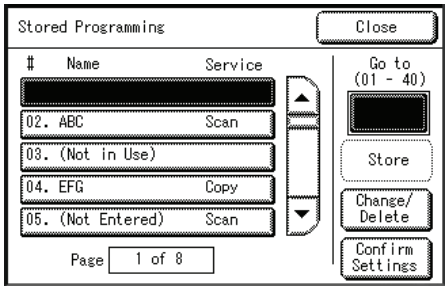
Confirming Stored Programming Settings

This is the procedure for confirming that Stored Programming information is registered.

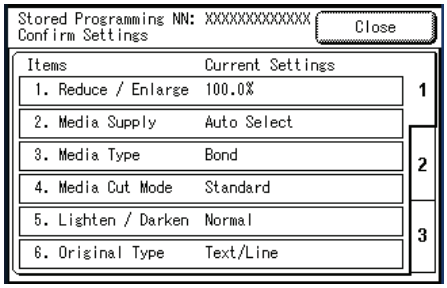
Note • You can also confirm the Stored Programming settings from [Stored Programming] on [Menu] screen.

1 Select the item to be confirmed, and select [Confirm Settings].

Note • Select [▲] to display the previous screen and select [▼] to display the next screen.



2 After you confirm the settings, select [Close].

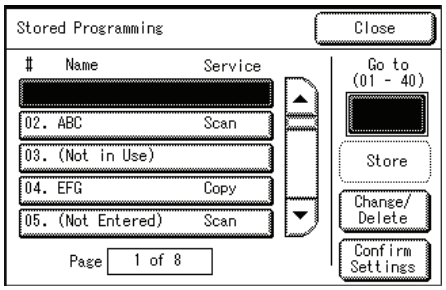


Deleting Stored Programming

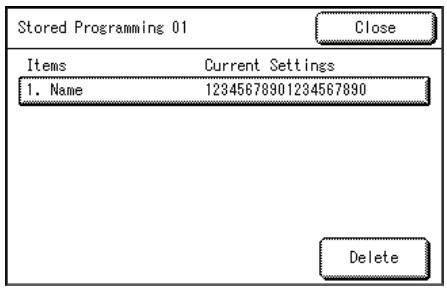
This is the procedure for deleting Stored Programs.

1 Select the number to delete, and select [Change/Delete].

Note • Select [▲] to display the previous screen and select [▼] to display the next screen.



2 Select [Delete].



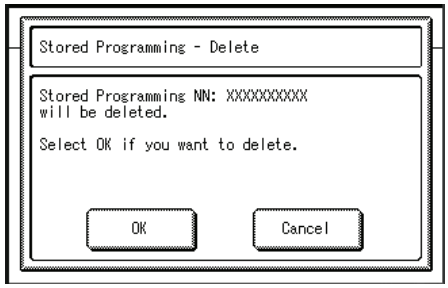
3 Select [OK].

■OK

Deletes the stored program that you selected. Deleted data cannot be restored.

■Cancel

Choose this option to exit the process without deleting any stored programs.

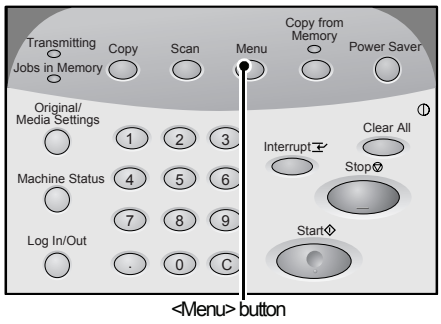


Recalling Stored Programming

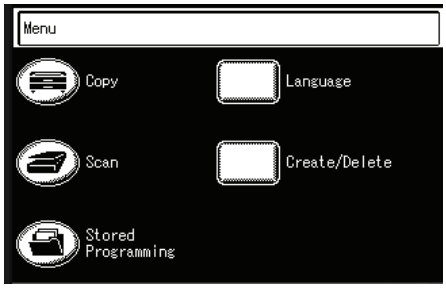
This is the procedure for recalling [Stored Programming].

When recalling a specified Stored Programming, the last screen shown during Stored Programming registration appears.

1 Press the <Menu> button.



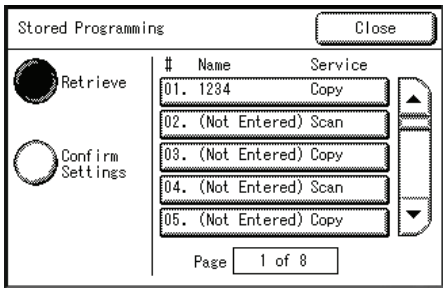
2 Select [Stored Programming].



3 Select the item in the Stored Programming list containing the features you want to recall.

You can only select registered numbers (items).

Note • Select [▲] to display the previous screen and select [▼] to display the next screen.



4 After Stored Programming is recalled, select other features if necessary.

6 Computer Operations

This chapter describes operations performed from a PC, such as importing the scanned documents.

Note • Features described in this section are not available for some models. An optional package is necessary. For more information, contact your Xerox Customer Support Centre.

- About the CD-ROM Provided with the Machine.....102
- Preparation for Printing.....103
- Printing..... -106
- Importing Scanned Documents.....111

About the CD-ROM Provided with the Machine

The CD-ROM that came with the machine contains the following:

■Print Driver

The printer driver is software to print on the machine from your computer.

■Wide Format Network TWAIN Source

The Wide Format Network TWAIN Source (network scan driver) is software to import scanned data on the machine to your computer.

■Wide Format Scan Service

The Wide Format Scan Service is software to import scanned data on the machine to your computer.

■Manual

The manual explains procedures to install the print driver and the WF Network TWAIN Source (network scan driver) and to configure the print settings.

Using the CD-ROM

Install the software contained in the CD-ROM on your computer.

1 Insert the provided CD-ROM into the CD-ROM drive of your computer.

2 Install the necessary software as instructed in the messages displayed.

Preparation for Printing

The following describes the preparations you need to make before printing from your computer, as well as the data formats that can be printed from the Xerox 6204 Wide Format Solution.

Printable Data Formats

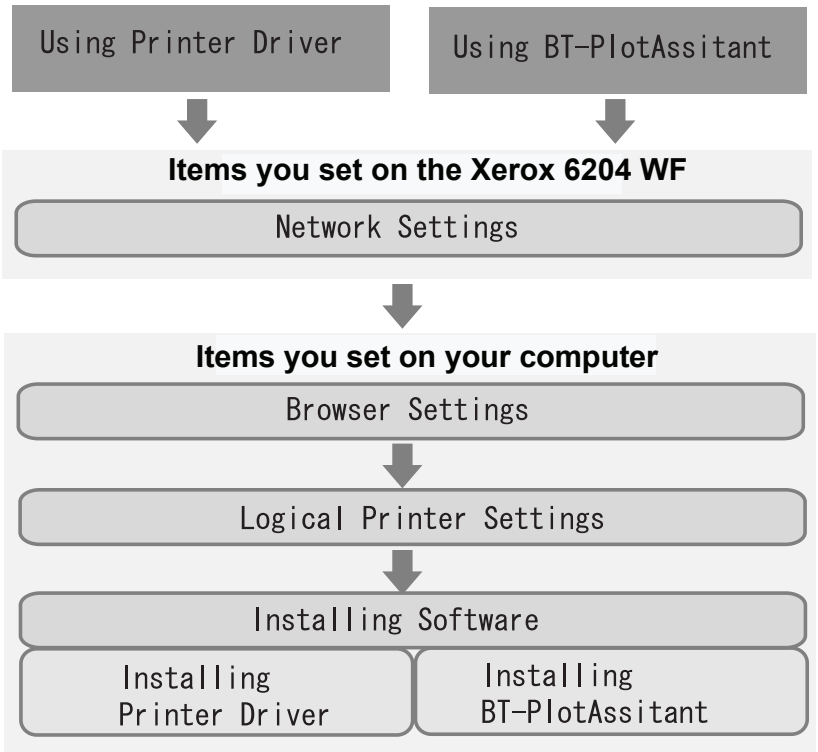
The following data formats can be printed on the machine from your computer after the appropriate preparations have been completed.

Data Series	Printable Data Format
HPGL series	HP-GL, HP-GL/2, HP-RTL
VERSATEC series	VRF, VCGL, FXMMR
TIFF series	TIFF Version 6.0 based
CALS series	CALS Type1
PS/PDF series	PostScript Level3, PDF Version 1.3
CGM series	CGM Version1+PIP Profile

PostScript, PDF and CGM are optional.

Printing from Your Computer

This is the flow of preparations required to print from your computer:



Network Settings

Set the network settings on the machine.

For the procedure to set your network settings, refer to "Network Settings" in the chapter on Administration.

Browser Settings

Print Services on Web enables you to check the machine status and job status and to change the settings from the computer using a web browser.

Operational Environment

The following are operating environments that support Print Services on Web.

■Operating Systems

- Microsoft Windows 2000
- Microsoft Windows XP

■Browser

- Microsoft Internet Explorer 6.0 or later

Browser Settings

Before using this service, confirm the following settings in your browser.

1. Select [Internet Options] from the [Tools] menu.
2. In the [General] tab, click the [Settings] button in the [Temporary Internet Files] pane.
3. In the [Settings] screen, set [Check for newer versions of stored pages:] to either [Every visit to the page] or [Every time you start Internet Explorer].
4. Click [OK].

Note

- We recommend that you use this service by connecting directly, and not using a proxy server.
- If using a proxy server, specifying the machine's IP address in the browser results in slower responses, and could prevent screens from appearing. In this case, it is necessary to configure the machine's IP address on the browser-side without going through a proxy server. Refer to your browser's documentation for configuration instructions.

Logical Printer Settings

To enable printing on the machine, you must set the logical printers on Print Services on Web.

For information about setting a logical printer, refer to the online help of Print Services on Web, which appears by clicking [Help] on the browser screen of Print Services on Web.

Installing Software

To print from your computer, you must install printing software on your computer beforehand.

There are two methods to print from your computer:

■Using Printer Driver

Install the printer driver to your computer to print.

DocuWide Printer Driver is included on the CD-ROM that provided with the machine.

Note • For the installation procedure, refer to the manuals contained on the CD-ROM.

■Using the BT-PlotAssistant

BT-PlotAssistant allows you to print multiple files containing different file formats, at the same time.

Note • BT-PlotAssistant is optional software.

• For instructions on installing BT-PlotAssistant, refer to the BT-PlotAssistant User Guide.

For information about the features of BT-PlotAssistant, refer to the BT-PlotAssistant online help.

Printing

The following describes the print procedures.

Using the Print Driver

In order to print from your computer, a print driver must be installed on the computer.

The print driver is software that converts print and print command data from your computer into forms usable by the machine.

For instructions on installing the print driver, refer to the manual contained in the CD-ROM that is provided with the machine.

The main features available on the print driver are as follows:

To learn about print features, click on [Help] in the print driver screen and refer to the print driver online help.

■Reduce / Enlarge

Specifies the copy ratio for the document.

■Synchronized Cut

Selects the method to cut the roll media.

■Multiple Up

Prints multiple pages onto 1 sheet of paper media.

■Preview

Confirms the image on the preview screen before printing.

■Print to file

Creates TIFF files without printing.

This is the procedure to follow when using the print driver:

Note • The printing procedure may vary depending on the application software you are using. For details, refer to the manual for each application.

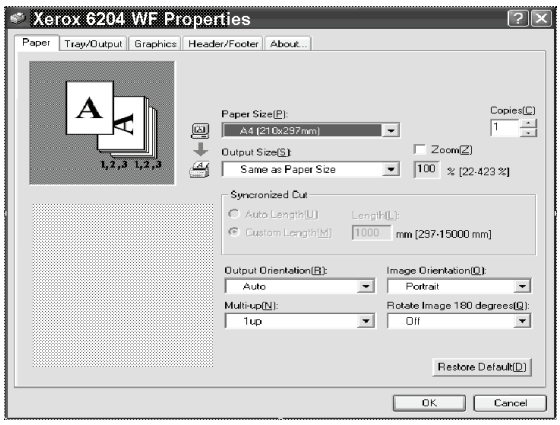
1 Select [Print] from the application's [File] menu.

2 Confirm [Printer Name] and click [Properties] if necessary.

3 Configure the properties as needed.

4 Click [OK].

5 Click [OK] in the [Print] dialog box.



Using the BT-PlotAssistant

BT-PlotAssistant allows you to print multiple files that contain different file formats at the same time.

For instructions on installing BT-PlotAssistant, refer to the BT-PlotAssistant User Guide.

For information about the file formats that BT-PlotAssistant supports, refer to the BT-PlotAssistant online help.

For information about the features of BT-PlotAssistant, refer to the BT-PlotAssistant online help.

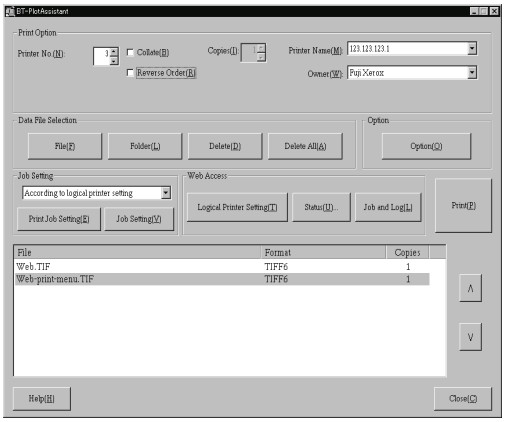
1 Click [Start] > [Program] > [Xerox] > [BT-PlotAssistant] > [BT-PlotAssistant 3.4].

2 Select a printer from [Printer Name] list.

3 Drag and drop the file to be printed to the print file list.

4 Double-click the column of the copies in the print file list, and enter the quantity.

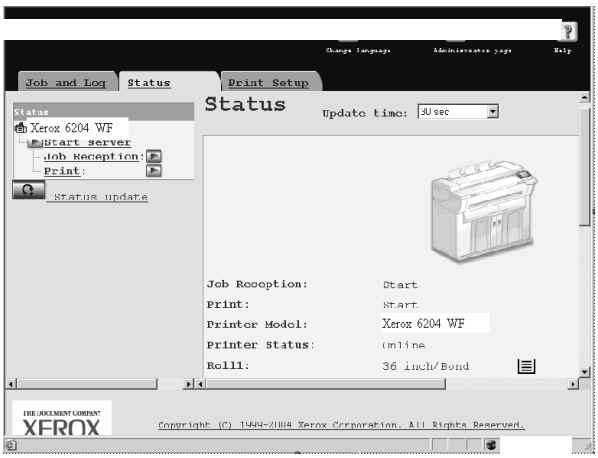
5 Click [Print].



Checking Print Status and Machine Status (Print Services On Web)

Print Services On Web enables you to check the machine status and job status and to change the settings from the computer via a web browser.

To learn about the procedure to change settings, click on [Help] in the Web browser screen and refer to the Print Services On Web online help.



Operational Environment

The following are the operating environment that support Print Services On Web.

■Operating Systems

- Microsoft Windows 2000
- Microsoft Windows XP

■Browser

- Microsoft Internet Explorer 6.0 or later

Browser Settings

Before using this service, confirm the following settings in your browser. The procedure to select settings for Internet Explorer 6.0 is as follows.

1. Select [Internet Options] from the [Tools] menu.
2. In the [General] tab, click the [Settings] button in the [Temporary Internet Files] pane.
3. In the [Settings] dialog box, set [Check for newer versions of stored pages:] to either [Every visit to the page] or [Every time you start Internet Explorer].
4. Click [OK].

Note

- We recommend that you use this service by connecting directly, and not using a proxy server.
- If using a proxy server, specifying the machine's IP address in the browser results in slower responses, and could prevent screens from appearing. In this case, it is necessary to configure the machine's IP address on the browser-side without going through a proxy server. Refer to your browser's documentation for configuration instructions.

Checking Job Status

The following describes the procedure to check job status using Print Services On Web:

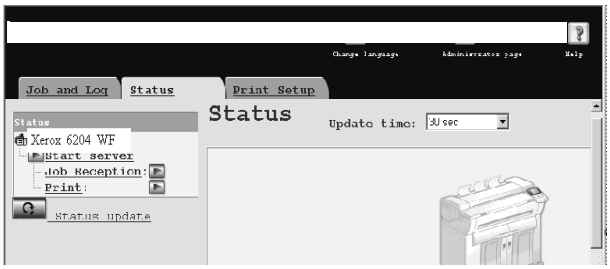
1 Start up the browser.

2 Enter the device IP address or Internet address in the browser address field and press the <Enter> key.

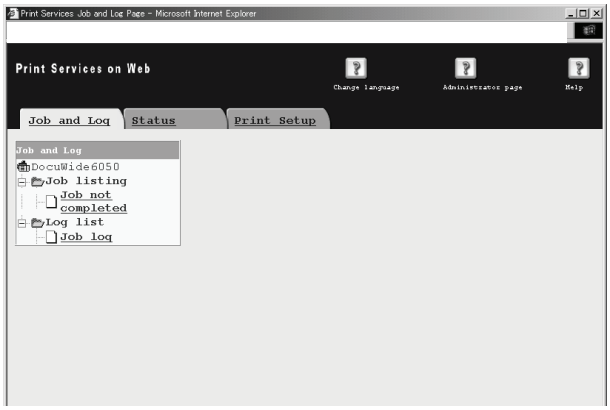
Note

- If your network uses DNS (Domain Name System) and the device host name is registered with the domain name server, you can access the machine using a combination of the host name and the domain name as the "URL". For example, if the host name is "6204wf", and the domain name is [xerox.com], then the "URL" becomes "6204wf.xerox.com".
- Contact your system administrator for the IP address or Internet address to enter.

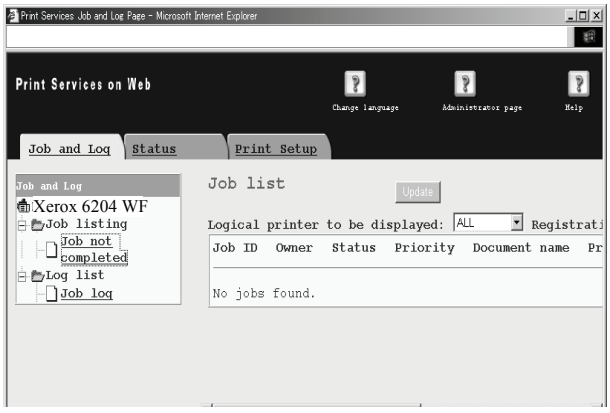
3 Click [Jobs and Log].



4 Click [Job not completed] in [Job listing].



The Job not completed list is displayed.



Checking the Machine Status

This is the procedure to check the machine status using Print Services On Web:

1 Start up the browser.

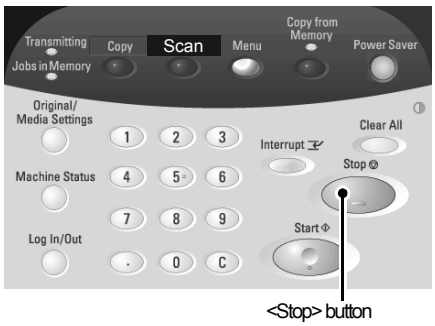
2 Enter the device IP address or Internet address in the browser address field and press the <Enter> key.

The machine status is displayed.

Stopping a Print Job

Pressing the <Stop> button of the machine allows you to stop the print job.

1 Press the <Stop> button on the control panel while printing.



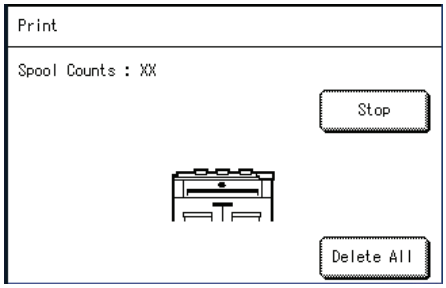
2 Select [Stop] or [Delete All].

■To stop the print job that is in process:

Select [Stop].

■To cancel all print jobs:

Select [Delete All].



3 If you chose [Delete All], then select [OK].

Importing Scanned Documents

The following describes the procedure to import scanned documents from a machine mailbox to your computer.

Importing Scanned Data

There are 2 methods for importing scanned documents from a machine mailbox to your computer.

Using Wide Format Network TWAIN Source..... 111
Using Wide Format Scan Service 113

These procedures are described below.

Using Wide Format Network TWAIN Source

The network scan driver is used to enable client-side application software to import scanned documents stored on the machine mailbox.

For instructions on installing the network scan driver, refer to the manual.

The following describes methods for importing the documents stored on the machine's mailbox using Wide Format Network TWAIN Source (the network scan driver):

To learn about the field in the displayed dialog box, click on [Help] and refer to the online help for WF Network TWAIN Source.

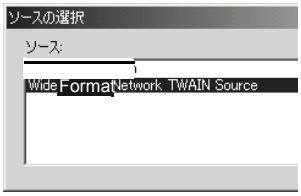
1 Launch the application software to import the document.

Important • The application must support TWAIN. TWAIN is a standard for scanners and other input devices.

Note • For information about supported applications, refer to the [Readme] contained in the CD-ROM that is provided with the machine.

2 From the [File] menu, select the command used to choose the scanner (source).

3 From the [Sources], select [Wide Format Network TWAIN Source], and click [OK].

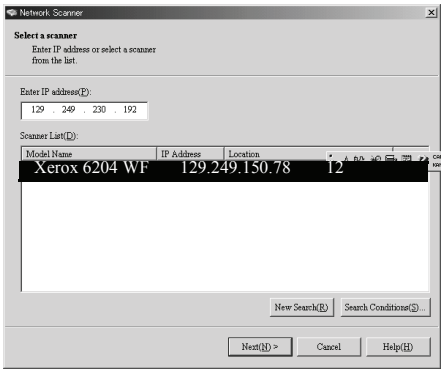


4 From the [File] menu, select the command used to import the image from the scanner.

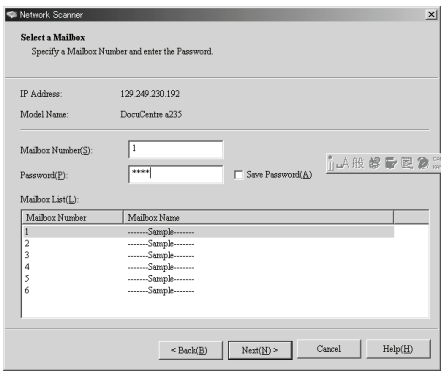
5 From the displayed list, click the scanner name of the machine, and click the [Next] button.

Note • If no items are shown in the list, click [New Search]. The application searches for scanners.

• Only scanners connected to a uniform network are automatically shown in the list. To view scanners from other network, click on [Search Conditions] and change the settings. For information about procedure to change settings, refer to "Changing Network Scan Driver Settings" (P.112).



6 In the [Mailbox No.] field, enter the mailbox number (01-50) that contains the desired document to be imported, or select it from [Mailbox List].

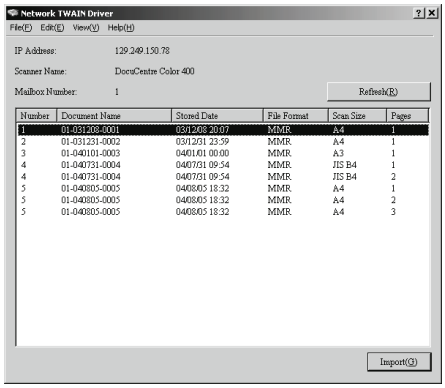


7 Enter a password (4 digits) into the [Password] field.

Note
- When checking the [Save Password] check box, you can skip steps 5-8 the next time you select the same mailbox.

8 Click [Next].

9 Select a document to import from the list, click [Import].



Note
- You can select one or more documents.
- [Import], [Refresh], and [Delete] are available from the menu that appears when you right click on the list.
- You can select a scanner again if you select [Change Scanner] on the [View] menu,

Import starts.

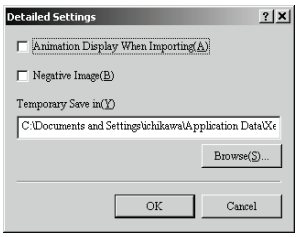
Note
- Once forwarding ends, the document is loaded into the application software and is deleted from the mailbox.
- You can also set it up so the loaded document remains in the mailbox after forwarding is completed. For information about this, refer to "Creating a Mailbox" (P.91).

10 When the file has been transferred, click [X].

Changing Network Scan Driver Settings

You can change the display method and temporary file destination for documents when importing them from a mailbox.

To change the import method, in the document selection screen, select the [View] menu, and select [Details]. Then, configure the settings in the screen that appears.



Using Wide Format Scan Service

Using Wide Format Scan Service, you can import documents stored in the machine's mailbox without using any application software.

For information about the procedure to install Wide Format Scan Service, refer to the manual contained in the CD-ROM provided with the machine.

To learn about the field in the displayed dialog box, click on [Help] and refer to the Wide Format Scan Service online help.

1 Click [Start] > [Program] > [Xerox] > [Wide Format Scan Service] > [Wide Format Scan Service].

Note • If a different program folder was specified during installation, choose the specified name instead of [Wide Format Scan Service].

2 From [Mailbox] in the tree view area, select the mailbox that contains the document you want to retrieve.

3 Select a document to retrieve in the document area, and drag and drop it into the folder where it will be stored.

4 Click [OK].

Configure Wide Format Scan Service Settings

To learn about the field in the displayed dialog box, click on [Help] and refer to the Wide Format Scan Service online help.

■Settings for Importing Documents Regularly (Auto Import)

You can import documents stored in the machine's mailbox regularly (Auto Import).

You can configure Auto Import Settings in the Mailbox Properties (the screen displayed after selecting the mailbox by clicking [File Import Settings])

Note • To configure the Polling interval, click [Polling Settings] from the [Tool] menu, and configure the settings in the screen that appears.

• The polling interval is a shared setting for all mailboxes.

7 System Administration

The machine has factory default (initial) settings, but you can customize the system settings. To change the settings, enter System Administration mode, and use the [System Settings] screen.

This chapter describes the settings that can be changed by the system administrator, and the procedures for doing so.

- Procedure for Changing System Settings....116
- Menu List for System Settings....119
- Common Settings....122
- Copy Settings....131
- Detailed Settings....137
- Scan Settings....139
- Delete Mailbox....145
- Delete Mailbox....145
- System Administrator - Password....146

Procedure for Changing System Settings

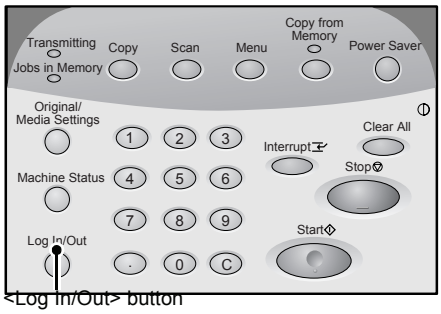
To establish or change system settings that differ from the factory default settings, it is necessary to be in System Administration mode.

This section describes the basic procedure for changing system settings. The following are the required steps:

Step 1 Entering System Administration Mode 116
Step 2 Entering the System Administrator Password 116
Step 3 Selecting the Items from the [System Settings] Screen 117
Step 4 Selecting the Features 118
Step 5 Exiting System Administration Mode 118

Step 1 Entering System Administration Mode

1 Press the <Log In/Out> button.



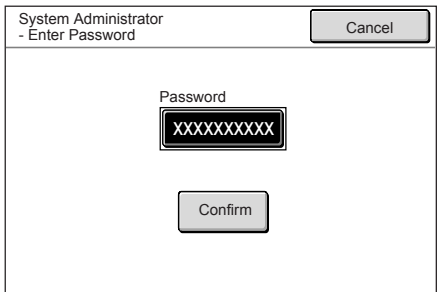
Step 2 Entering the System Administrator Password

To enter System Administration mode, enter the system administrator password. It is recommended that you change the system administrator password immediately after the machine is installed.

For information about establishing or changing the password, refer to "System Administrator - Password" (P.146).

1 Enter the system administrator password using the numeric keypad, and select [Confirm].

Note • The default password value is "11111".

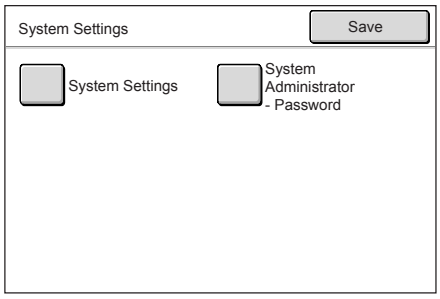


Step 3 Selecting the Items from the [System Settings] Screen

Select the items on the [System Settings] screen.

For the items that can be selected in the system settings, refer to "Menu List for System Settings" (P.119).

1 Select the items to be set.



System Settings

You can set or change the initial values.

■Common Settings

You can set the basic settings relating to the machine itself.

For more information, refer to "Common Settings" (P.122).

■Copy Settings

You can set the copy feature defaults, button functions and locations.

For more information, refer to "Copy Settings" (P.131).

■Network Settings

You can set the IP address and Subnet Mask.

For the items that can be set, refer to "Network Settings" (P.138).

■Scan Settings

You can set the scanner feature defaults, button indications.

For more information, refer to "Scan Settings" (P.139).

■Delete Mailbox

You can delete mailboxes.

For more information, refer to "Delete Mailbox" (P.145).

System Administrator - Password

You can set or change the system administrator password.

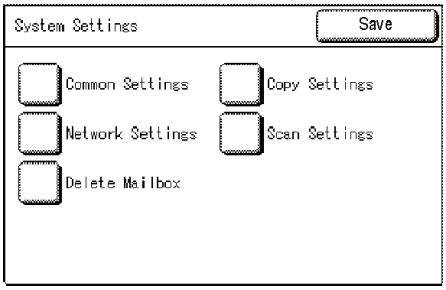
For more information, refer to "System Administrator - Password" (P.146).

Step 4 Selecting the Features

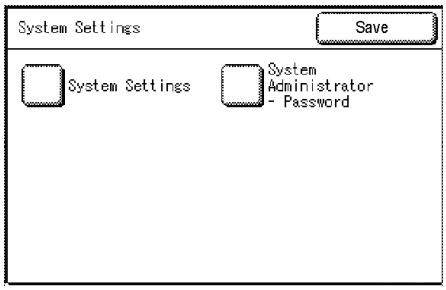
1. Set any feature.
2. After setting the feature, select [Save].

Step 5 Exiting System Administration Mode

1. When the settings are completed, select [Save] and the [System Settings] screen will be displayed.



2. Select [Save].



Menu List for System Settings

The following table shows a list of the items that can be set. Note that the items displayed depend on the configuration of your machine.

System Settings

■Common Settings List

For more information, refer to "Common Settings" (P.122).

Machine Clock	• Machine Clock
Timers	• Auto Power Saver • Auto Clear • Backlight Off
Audio Tones	• Panel Select Tone • Panel Alert Tone • Base Tone • Machine Ready Tone • Originals Set Tone • Job Complete Tone • Low Toner Alert Tone • Low Media Alert Tone • Fault Tone • Auto Clear Notice Tone
Custom Buttons	• Custom button -1 • Custom button -2
Default Language	• English (English) • Francais (French) • Italiano (Italian) • Deutsch (German) • Espanol (Spanish) • Portugues (Portuguese)
Scan Start Mode	• Auto Start • Manual Start
Toner Density	• Lighten to Darken (5 levels)
Metric / Inch System	• Millimeters • Inches
Detailed Settings	• Other detailed settings can be made here.

■Copy Settings List

For more information, refer to "Copy Settings" (P.131).

Preset Buttons	• Reduce/Enlarge - 3rd Button • Media Supply - 2nd, 3rd Buttons • Basic Copy - Upper Right Button
Copy Defaults	• Reduce / Enlarge • Media Supply • Media Type • Media Cut Mode • Original Type • Copy Density • Background Suppression • Contrast • Image Location • Edge Erase • Scan Start Position • Margins • Collation • Mirror Image • Invert Image
Media Size Buttons	• Standard Sizes to be Displayed
Reduce / Enlarge Buttons	• Reduce / Enlarge Buttons
Collation Order	• Forward • Reverse
Detailed Settings	-

■Network Settings List

For the items that can be set, refer to "Network Settings" (P.138).

IP Address/Subnet Mask	-

■Scan Settings List

For more information, refer to "Scan Settings" (P.139).

Preset Buttons	• File Formats (1st, 2nd buttons) • Scan Resolution (1st, 2nd buttons)
Scan Defaults	• File Format • Scan Resolution • Halftone • Reduce / Enlarge • Original Type • Scan Density • Background Suppression • Contrast • Scan Size • Edge Erase • Scan Start Position • Mirror Image • Invert Image
Custom Size Buttons	• Custom Size Buttons
Reduce / Enlarge Buttons	• Left Buttons : 3rd, 4th • Right Buttons: 1st to 4th
Detailed Settings	-

■Delete Mailbox

For more information, refer to "Delete Mailbox" (P.145).

Delete Mailbox	-

System Administrator - Password

For more information, refer to "System Administrator - Password" (P.146).

System Administrator - Password	-

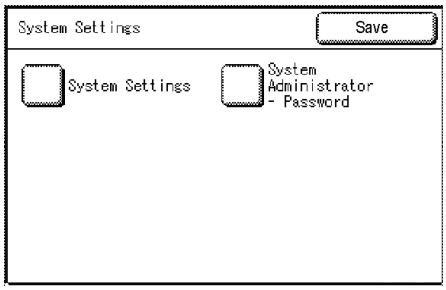
Common Settings

You can change settings relating to the machine itself on [Common Settings] screen. These are the reference locations for detailed information about each option:

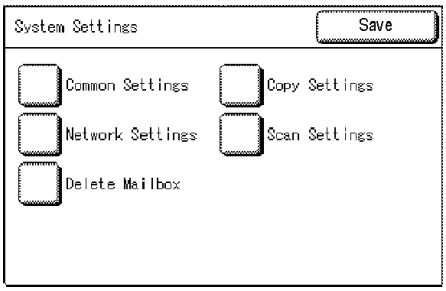
Machine Clock 123
Timers 123
Audio Tones 125
Custom Buttons 126
Default Language 127
Scan Start Mode 127
Toner Density 128
Metric / Inch System 128
Detailed Settings 129

1 On the [System Settings] screen, select [System Settings].

For the method of displaying the [System Settings] screen, refer to "Procedure for Changing System Settings" (P.116).

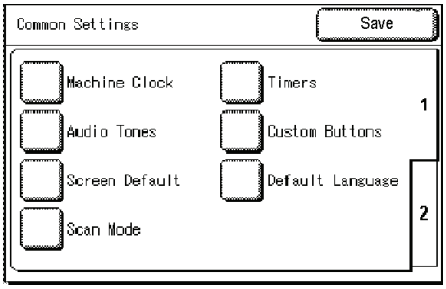


2 Select [Common Settings].

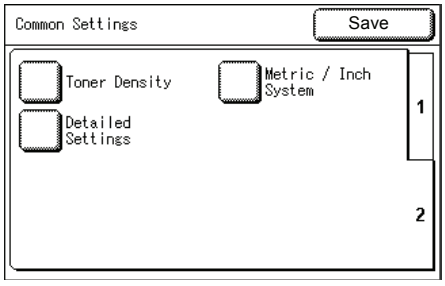


3 Select the item to be changed.

4 Set / change the item.



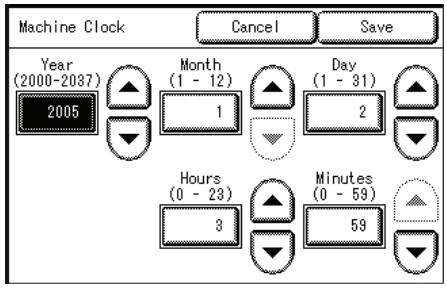
5 Select [Save].



Machine Clock

You can set the date and time.

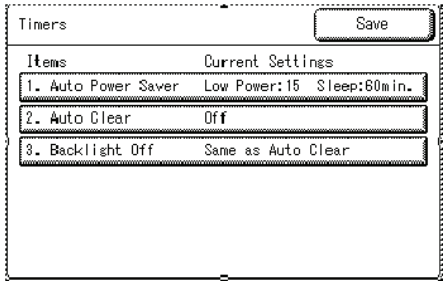
1. Select [Machine Clock].
2. Select the item to be set, and enter the numeric values using numeric keypad or [▲][▼].
3. Select [Save].



Timers

You can set the intervals of time when various power saving or reset features take effect.

1. Select [Timers].
2. Select the item to be set or changed.
3. Select the item to be set, and enter the numeric values using numeric keypad or [▲][▼].
4. Select [Save].
5. Select [Save].



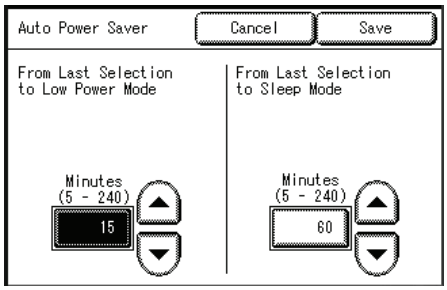
Auto Power Saver

The Power Saver feature has two modes, [Low Power mode] and [Sleep mode]. When the set time has elapsed, these modes are switched in the following way to reduce the power consumption.

Last operation on the machine -> Low power mode -> Sleep mode

The factory default setting is 15 minutes for Low power mode, 60 minutes for Sleep mode.

1. Select <1.Auto Power Saver>.
2. Set low power mode and sleep mode.



■From Last Selection to Low Power Mode

Set the time to go from last operation to low power mode.

Set the time from 5 to 240 minutes, in 1 minute increments.

■From Last Selection to Sleep Mode

Set the time to go from last operation to sleep mode from 5 to 240 minutes, in 1 minute increments.

Note • The [From Last Selection to Sleep Mode] time cannot be shorter than the [From Last Selection to Low Power Mode] time.

Auto Clear

If a given time period elapses with no operation, the machine automatically returns to the initial screen and to the default settings.

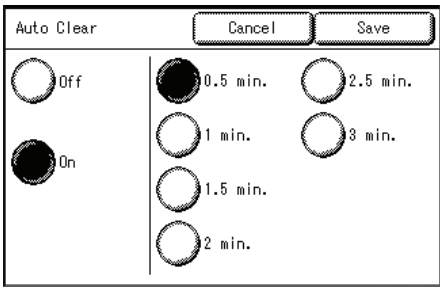
The factory default value is [Off].

1 Select [Auto Clear].

2 Configure the Auto Clear setting.

3 If you selected [On], set the time.

4 Select [Save].



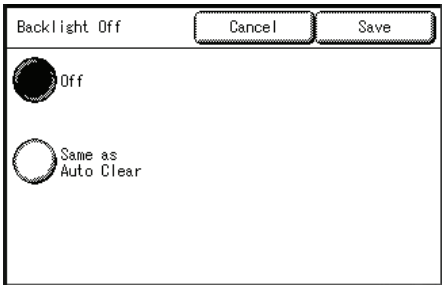
Backlight Off

You can set whether to switch off the backlight after a certain period of preset time has elapsed with no operations being made on the control panel.

The factory default value is [Off].

1 Select [Backlight Off].

2 Select [Off] or [Same as Auto Clear].



■Off

The backlight does not turn off automatically.

■Same as Auto Clear

The backlight turns off automatically in conjunction with the auto clear setting.

3 Select [Save].

Note • The backlight off setting can be cancelled by:
* Pressing any button on the control panel
* Touching the touch screen (setup screen)

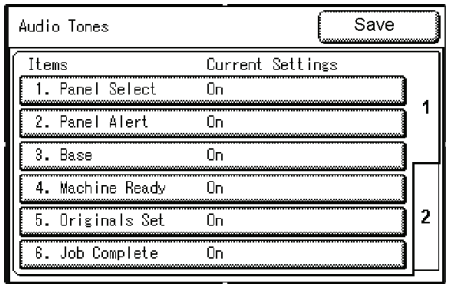
Audio Tones

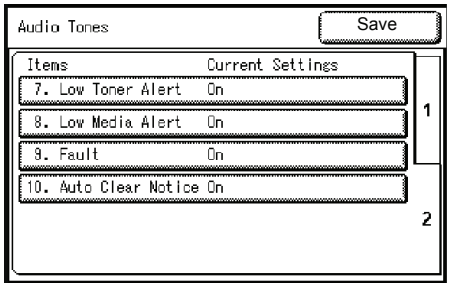
You can select whether or not to have a sound that confirms an operation and an alarm when there is a fault.

All default values when shipped from the factory are [On].

1. Select [Audio Tones].
2. Select the items to be set or changed.
3. Select [Off] or [On].

   Note • To enable the sound, select [On], and to disable the sound, select [Off].
4. Select [Save].
5. Select [Save].





Panel Select Tone

Select the sound to be made when a button displayed on the screen is correctly selected.

Panel Alert Tone

Select the sound to be made when a button that cannot be selected is selected, or an error occurs.

Base Tone

Select the sound to be made when the <interrupt> button is pressed while in interrupt mode or when <Copy from Memory> is selected while copying from memory.

Machine Ready Tone

Select the sound for when the machine is ready to copy or print, after powering on, for example.

Originals Set Tone

Select the sound to be made when an original is inserted.

Job Complete Tone

Select the sound to be made when a copy or print finishes normally.

Low Toner Alert Tone

Select the sound to be made when the toner supply is low.

Low Media Alert Tone

Select the sound to be made when media needs to be installed or replaced.

Fault Tone

Select the sound to be made when a fault occurs, such as a paper jam or a door or cover that is open.

Auto Clear Notice Tone

Select the sound to be made when the auto clear feature is enabled and it is seconds before automatically returning to the initial screen.

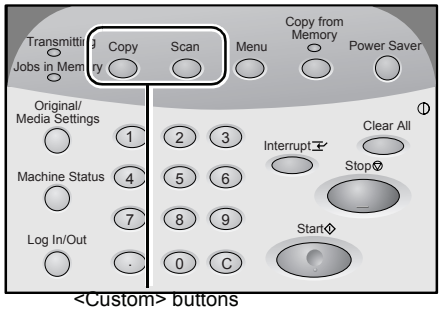
Custom Buttons

You can assign features to the custom buttons on the control panel: Custom 1 and Custom 2.

You can select from 5 features: [Copy], [Scan], [Stored Programming], [Language], and [Create/Delete].

To leave a feature unassigned, select [Not Entered].

Note • You can assign the same feature to more than one button.



<Custom> buttons

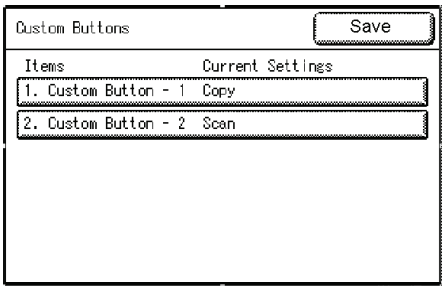
The factory default settings of the Xerox 6204 Wide Format Copier/Printer (WFCP) model for these buttons:
Copy for the <Custom 1> button, **Scan** for the <Custom 2> button.

The factory default settings of the Xerox 6204 Wide Format Printer (WFP) model:
Language selection for the <Custom 1> button, **none** for the <Custom 2 > button.

Note • There is a sheet of labels that comes with the machine for use when the function of the custom buttons are changed from the default selections.

1 Select [Custom Buttons].

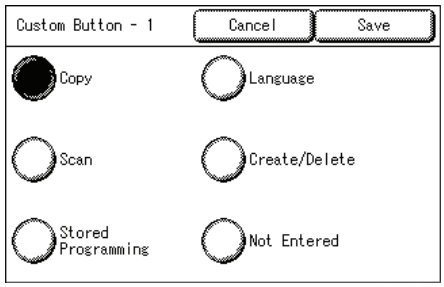
2 Select [Custom Button -1] or [Custom Button -2].



3 Select the desired feature.

4 Select [Save].

5 Select [Save].



Default Language

You can select the language displayed on the machine.

The factory default value is [English].

There are two ways of selecting the language: one is from the System Administration mode, and the other is for ordinary users to use.

- Process from System Administration mode:

  This sets the standard language when the machine is turned on, and it is maintained when the machine is turned off and on again. See the three steps at the bottom of this page for the details of this procedure.

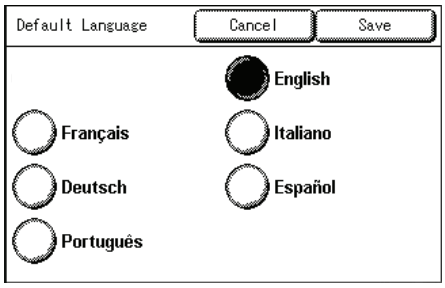
- Process for ordinary users:

  The language that was set by the user in [Language] in the [Menu] screen is lost when the machine is turned off.

This section describes the procedure to set the default language from System Administration mode.

1 Select [Default Language].

2 Select the language.



■**English (English)**

■**Francais (French)**

■**Italiano (Italian)**

■**Deutsch (German)**

■**Espanol (Spanish)**

■**Portugues (Portuguese)**

3 Select [Save].

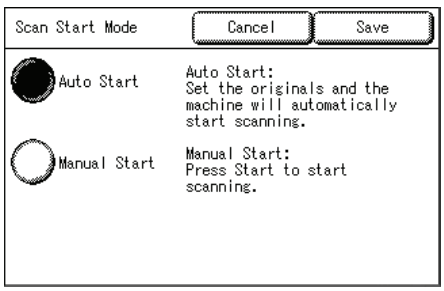
Scan Start Mode

You can select whether to start scanning automatically or by pressing the <Start> button after an original has been loaded.

The factory default value is [Auto Start].

1 Select [Scan Start Mode].

2 Select [Auto Start] or [Manual Start].



■**Auto Start**

Starts scanning automatically after an original has been loaded.

■**Manual Start**

Press the <Start> button after an original has been loaded.

3 Select [Save].

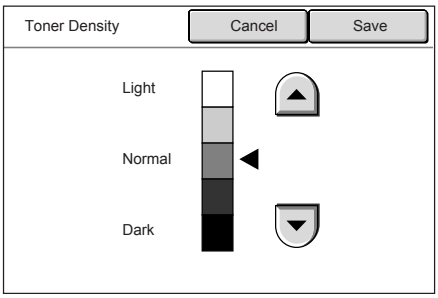
Toner Density

Set the toner density.
The factory default value is [Normal].

1 Select [Toner Density].

2 Select from the toner density levels between [Lighten] and [Darken] using [▲][▼].

3 Select [Save].



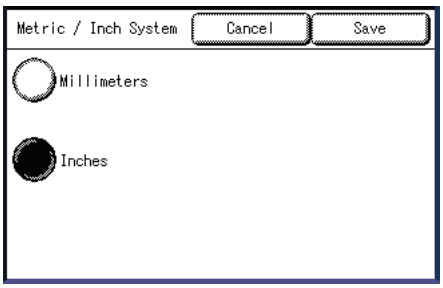
Metric / Inch System

Select whether dimensions on the screen are shown in millimeters or inches.

1 Select [Metric / Inch System].

2 Select [Millimeters] or [Inches].

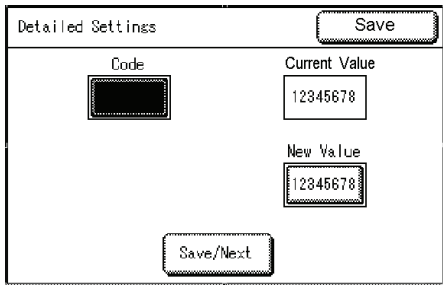
3 Select [Save].



Detailed Settings

This feature allows you to set all other common settings. Enter the [Code] and [Value] parameters using the following table for reference purposes to set up the other system presets.

1. Select [Detailed Settings].
2. Enter [Code].
3. Select [Save/Next].
4. Enter [New Value].
5. Select [Save/Next].
6. Select [Close].



Code	Item	Notes	New Value	Default when shipped form the factory
0	Sharpness		Max.- Normal -Min. (5 levels)	Normal
1	Photo image quality		Error Diffusion:0 Dither:1	Error Diffusion:0
2	Sleep mode		Enable: 0 Disable: 1	Enable: 0
3	Margin for standard size original (Plus Margin)		0 to 20 (mm)	5 (mm)
4	Margin for standard size original (Minus Margin)		0 to 20 (mm)	5 (mm)
5	Ensure scanning length		0 to 15 (m)	0 (m)
10	Auto Clear		Off: 0 On: 1	Off: 0
11	Time to activate the auto clear		30 sec.: 0 1min.:1 1 min.30 sec.: 2 2min.:3 2 min.30 sec.: 2 2min.:3	30 sec.:0
12	Backlight Off		Off: 0 On: 1	Off: 0
13	<Interrupt> button		Enable:0 Disable:1	Enable:0
14	<Copy from Memory> button		Enable:0 Disable:1	Enable:0
15	Up/down buttons continuous input		Enable (Standard):0 Enable (Interval more than 2 sec.):1 Disable:2	Enable (Standard):0
20	Initial tab display of the Original/Media settings screen		Original Size Series :0 Media Settings:1	Original Size Series :0

Code	Item	Notes	New Value	Default when shipped form the factory
21	Initial tab display of the Machine Status screen		Machine Information:0 Billing Meters:1 Media Status:2	Machine Information:0

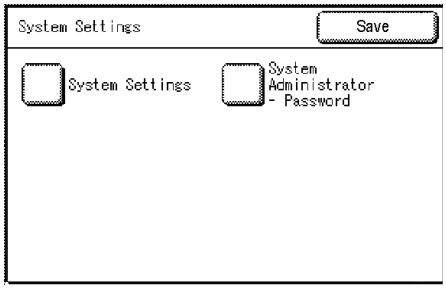
Copy Settings

You make settings relating to the copy feature on [Copy Settings]. The following are the places to reference for information about each item.

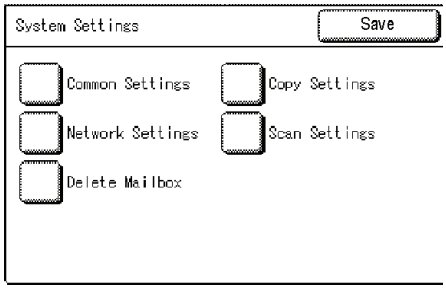
Preset Buttons 131
Copy Defaults 134
Media Size Buttons 135
Reduce / Enlarge Buttons (Changing Preset Values) 136
Collation Order 136
Detailed Settings 137

1 In the [System Settings] screen, select [System Settings].

For the method of displaying the [System Settings] screen, refer to "Procedure for Changing System Settings" (P.116).

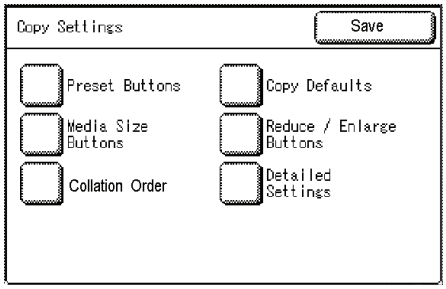


2 Select [Copy Settings].



3 Select the item to be set or changed.

4 Set /change the item.



5 Select [Save].

Preset Buttons

You can change the tray and magnification settings that appear on the [Basic Copy] screen. By setting most commonly used tray and magnification settings, you can reduce the number of selection operations for making a copy.

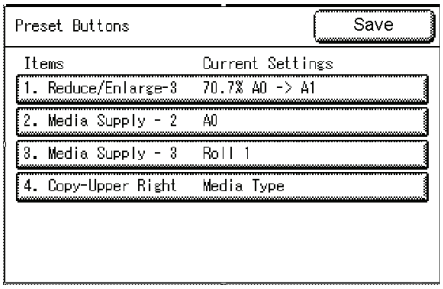
1 Select [Preset Buttons].

2 Select the items to be set or changed.

3 Select the value you want to set.

4 Select [Save].

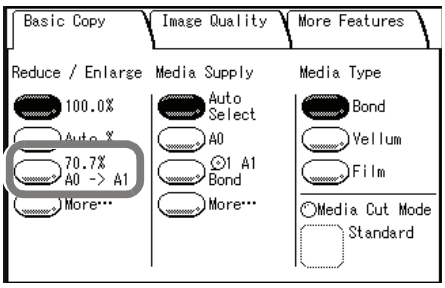
5 Select [Save].

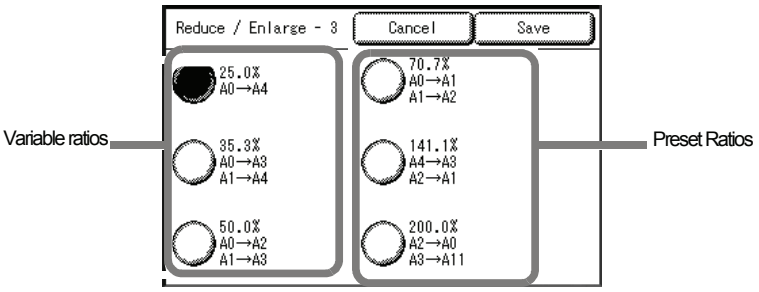


Reduce/Enlarge - 3rd Button

You can set the magnification for the third row, which is displayed in [Reduce/Enlarge] in the [Basic Copy] screen.

The factory default value is [70.7%].





■Variable ratios

Select any magnification from 25% to 400%.

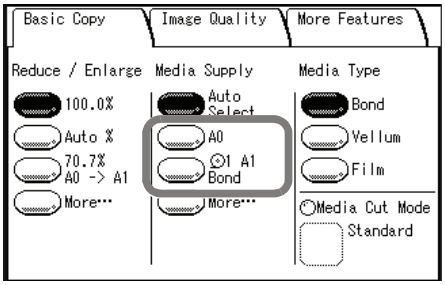
■Preset Ratios

Select from the nine preset ratios: [25.0%], [33.3%], [36.3%], [50.0%], [66.6%], [70.7%], [133.3%], [141.1%], and [200.0%]

Media Supply - 2nd, 3rd Buttons

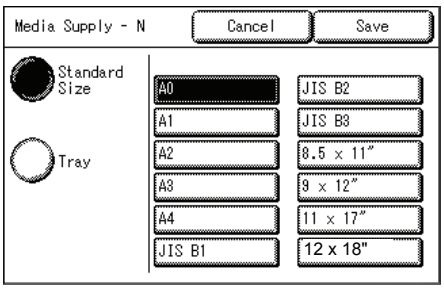
You can set the media size and tray for the second and third rows, which are displayed in [Media Supply] in the [Basic Copy] screen.

The factory default values are [A0] for the second row, and [Roll 1] for the third.



■Standard size

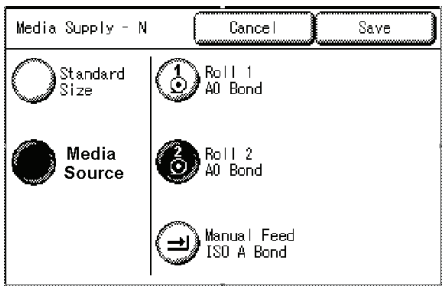
Select the media size from standard sizes.



■Media Source

Select from [Roll1], [Roll2], and [Manual Feed].

Note • Roll 2 is optional.

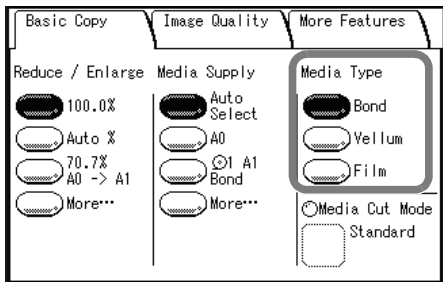


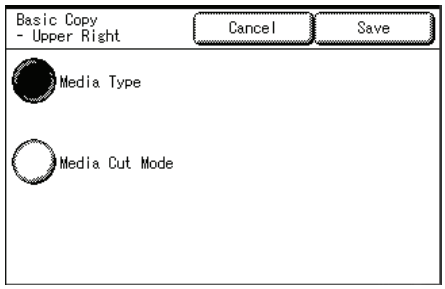
Basic Copy - Upper Right Button

You can set the items that are displayed on the upper right of the [Basic Copy] screen.

Select [Media Type] or [Media Cut Mode].

The factory default value is [Media Type].





Copy Defaults

You can set the default copy features. When the power is turned on or the machine returns from a power-saving state, or when the <Clear All> button is pressed, these default settings take effect. By setting the defaults to commonly used features, you can reduce the number of setting operations required in use.

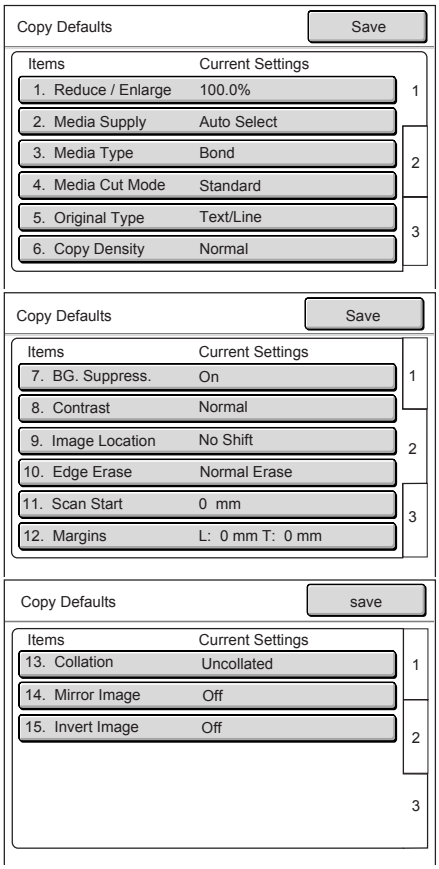
1 Select [Copy Defaults].

2 Select the items to be set or changed.

3 Select the desired value to set.

4 Select [Save].

5 Select [Close].



Items	Notes	Default when shipped form the factory
Reduce / Enlarge	Set the default value for [Reduce/Enlarge] on the [Basic Copy] screen. Select the magnification from the six buttons registered as R/E Preset buttons, [100%], and [Auto %], a total of eight possibilities. When the default setting for [Media Supply] is [Auto], for [Reduce/Enlarge] it is not possible to set [Auto %]. For information about R/E Preset buttons, refer to "Reduce / Enlarge Buttons (Changing Preset Values)" (P.136).	100.0%
Media Supply	Set the default value for [Media Supply] on the [Basic Copy] screen. When the default setting for [Reduce / Enlarge] is [Auto %], for [Media Supply] it is not possible to set [Auto].	Auto Select
Media Type	Set the default value for [Media Type] on the [Basic Copy] screen. Select the media type from [Ordinary], [Tracing], and [Film].	Bond

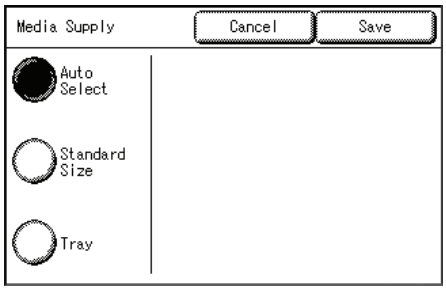
Items	Notes	Default when shipped form the factory
Media Cut Mode	Set the default value for [Media Cut Mode] on the [Basic Copy] screen. Select the media cut mode from [Standard] and [Synchronized].	Standard
Original Type	Set the default value for [Original Type] on the [Image Quality] screen.	Text / Line
Copy Density	Set the default value for [Copy Density] on the [Image Quality] screen.	Normal
Background Suppression	Set the default value for [Background Suppression] on the [Image Quality] screen.	On
Contrast	Set the default value for [Contrast] on the [Image Quality] screen.	Normal
Image Location	Set the default value for [Image Location] on the [Image Quality] screen.	No Shift
Edge Erase	Set the default value for [Edge Erase] on the [More Features] screen.	Normal Erase
Scan Start Position	Set the default value for [Scan Start Position] on the [More Features] screen.	0mm
Margins	Set the default value for [Lead & Trail Margins] on the [More Features] screen.	Lead: 0 mm, Trail: 0 mm
Collation	Set the default value for [Collation] on the [More Features] screen.	Uncollated
Mirror Image	Set the default value for [Mirror Image] on the [More Features] screen.	Off
Invert Image	Set the default value for [Invert Image] on the [More Features] screen.	Off

Media Size Buttons

You can set the media sizes for [Standard Size] displayed in [Media Supply] on the [Basic Copy] screen.

Select twelve priority standard sizes from the standard sizes that can be used in the machine.

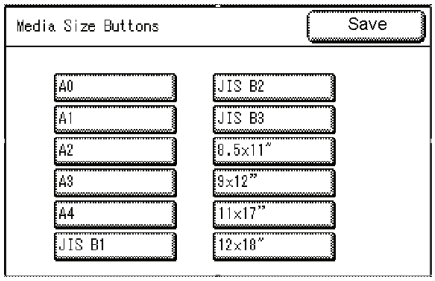
The factory default values are [A0], [A1], [A2], [A3], [A4], [JIS B1], [JIS B2], [JIS B3], [8.5x11"], [9x12"], [11x17"] and [12x18"].



1 Select [Media Size Buttons].

2 Select the media size.

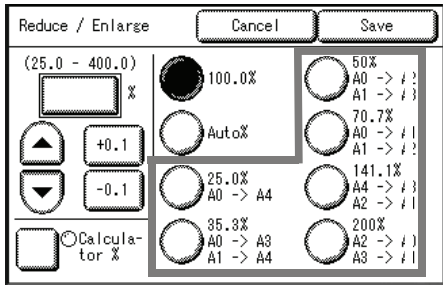
3 Select [Save].



Reduce / Enlarge Buttons (Changing Preset Values)

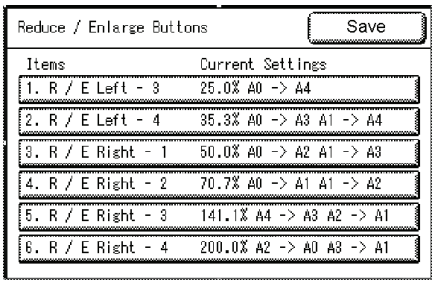
You can set the magnifications for [More...] displayed in [Reduce/Enlarge] one the [Basic Copying Tab] screen.

The factory default values are [25.5%], [36.3%], [50.0%], [70.7%], [141.1%] and [200.0%].



1 Select [Reduce/Enlarge Buttons].

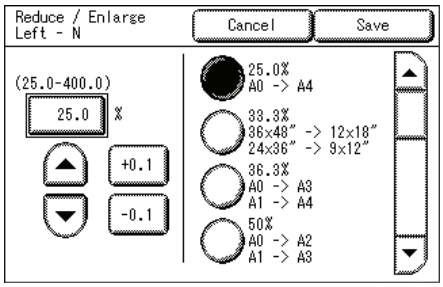
2 Select the items to be set or changed.


Reduce / Enlarge Buttons
Save
Items
Current Settings
1. R / E Left - 3
25.0% A0 -> A4
2. R / E Left - 4
35.3% A0 -> A3 A1 -> A4
3. R / E Right - 1
50.0% A0 -> A2 A1 -> A3
4. R / E Right - 2
70.7% A0 -> A1 A1 -> A2
5. R / E Right - 3
141.1% A4 -> A3 A2 -> A1
6. R / E Right - 4
200.0% A2 -> A0 A3 -> A1

3 Select the value to be set.

4 Select [Save].

5 Select [Save].



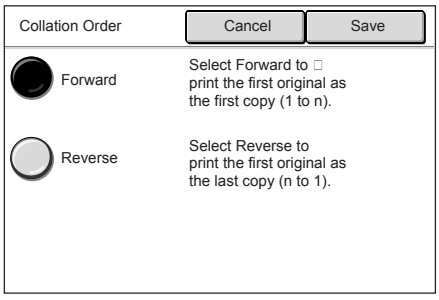
Collation Order

You can set the order in which the prints are sorted for output.

The factory default value is [Reverse].

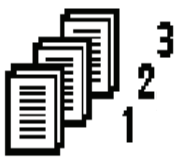
1 Select [Output Order].

2 Select [Forward] or [Reverse].



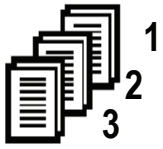
■Forward

Prints in the order in which the originals were scanned.



■**Reverse**

Prints in the reverse order of how the originals were scanned.



3 Select [Save].

Detailed Settings

You can set other detailed copy presets. Enter the [Code] and [Value] parameters using the following table for reference purposes to set up the other system presets.

1 Select [Detailed Settings].

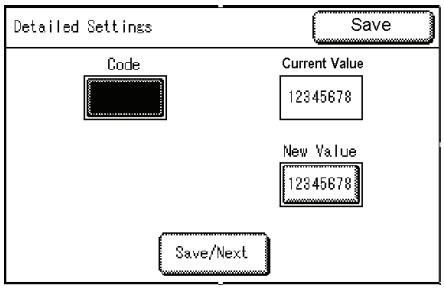
2 Enter [Code].

3 Select [Save/Next].

4 Enter [New Value].

5 Select [Save/Next].

6 Select [Close].



Code	Item	Notes	New Value	Default when shipped from the factory
0	Original orientation	You can preset this to the orientation you use most often for inserting originals.	Auto: 0 Portrait: 1 Landscape: 2	Auto: 0
1	Extended Auto Media Supply		On: 0 Off: 2	On: 0
2	Confirmation Collated Set number		On: 0 Off: 2	On: 0

Network Settings

You can set the IP address and Subnet Mask on the [Network Settings] screen.

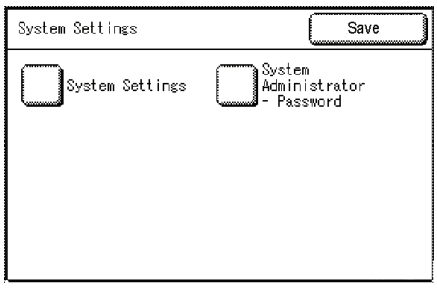
The values set become registered after the power has been turned off and on again.

Note • The other network settings are configured on Print Services On Web.

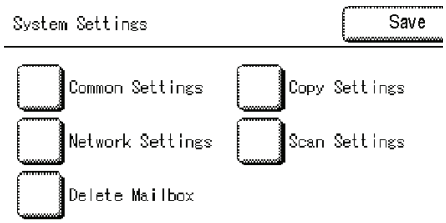
For more details, refer to the Print Services On Web online help.

1 On the [System Settings] screen, select [System Settings].

For the method of displaying the [System Settings] screen, refer to "Procedure for Changing System Settings" (P.116).



2 Select [Network Settings].



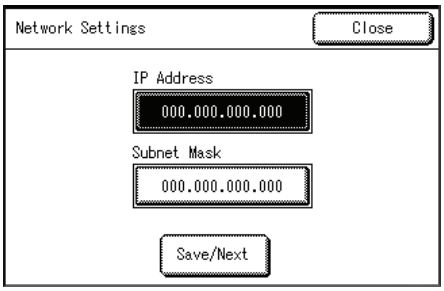
3 Set the IP Address and Subnet Mask.

■IP Address

Enter the IP address in the format of XXX.XXX.XXX.XXX.

■Subnet Mask

Enter the Subnet Mask in the format of XXX.XXX.XXX.XXX.



4 Select [Save/Next].

5 Select [Close].

Scan Settings

You can set the options that you will use most often when scanning, to make the process more efficient.

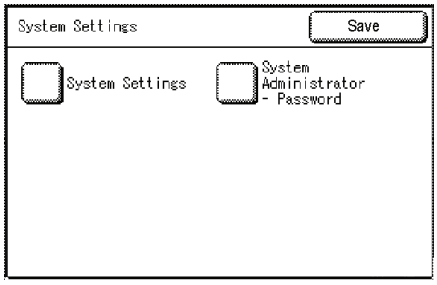
Note • The scan feature is not included on some models. An optional package is necessary. For more information, contact your Xerox Customer Support Center.

The following are the places to reference for information about each setting.

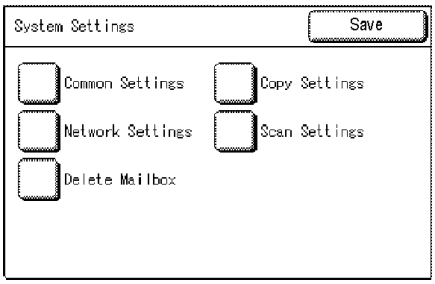
Preset Buttons 131
Scan Defaults 141
Custom Size Buttons 142
Reduce / Enlarge Buttons 143
Detailed Settings 143

1 On the [System Settings] screen, select [System Settings].

For the method of displaying the [System Settings] screen, refer to "Procedure for Changing System Settings" (P.116).

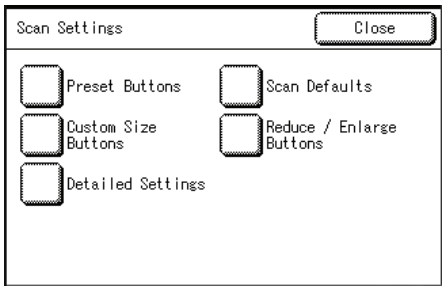


2 Select [Scan Settings].



3 Select the item to be set.

4 Set / change the item.

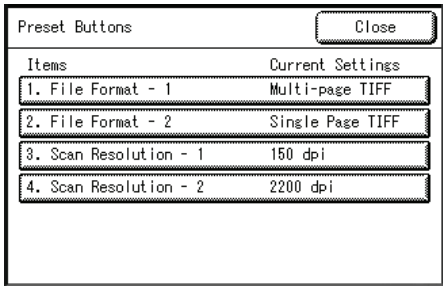


5 Select [Close].

Preset Buttons

You can set the items related to the [Basic Scan] screen display.

1. Select [Preset Buttons].
2. Select the items to be set or changed.
3. Select the value to be set (usually the default value).
4. Select [Save].
5. Select [Close].

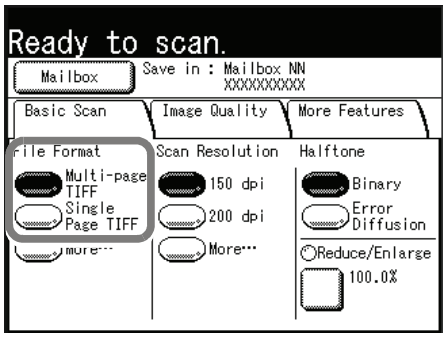


File Formats (1st, 2nd buttons)

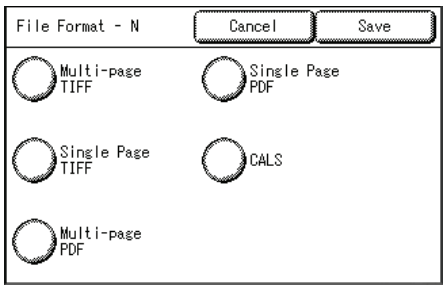
Assign the features to the buttons that are displayed in the 1st and 2nd rows in [File Format] on the [Basic Scan] screen.

The factory default values are [Multi-page TIFF] for the first row, and [Single Page TIFF] for the second.

However, you can select from any of the following values:



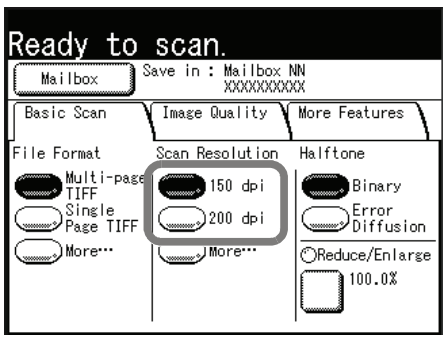
- Multi-page TIFF
- Single page TIFF
- Multi-page PDF
- Single page PDF
- CALS



Scan Resolution (1st, 2nd buttons)

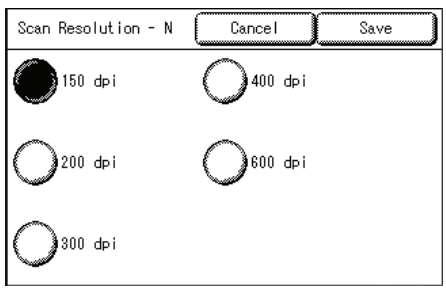
Assign the features to the buttons that are displayed in the 1st and 2nd rows in [Scan Resolution] on the [Basic Scan] screen.

The factory default values are [150dpi] for the first row, and [200dpi] for the second.



You can set any of the following values:

- 150 dpi
- 200 dpi
- 300 dpi
- 400 dpi
- 600 dpi



Scan Defaults

You can set the default values for the scanner feature. These default settings take effect when the power is turned on, when the machine returns from a power-saving state, or when the <Clear All> button is pressed. By setting the defaults to commonly used features, you can reduce the number of settings you need to change when using the machine.

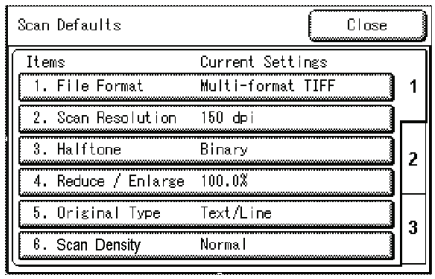
1 Select [Scan Defaults].

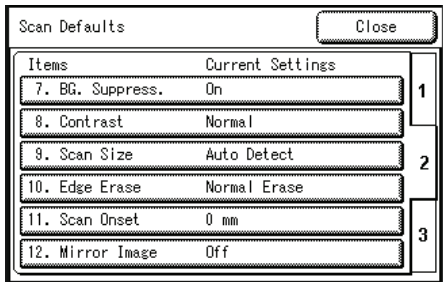
2 Select the items to be set or changed.

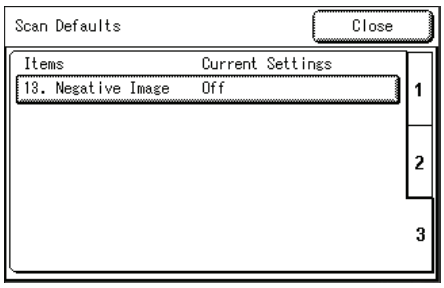
3 Set the setting value.

4 Select [Save].

5 Select [Close].



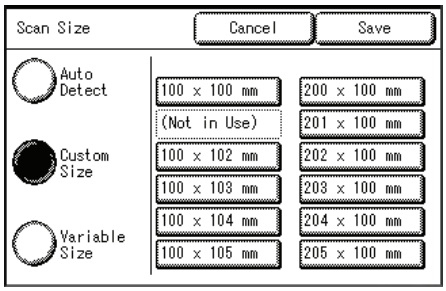




Setting item	Notes	Default when shipped form the factory
File Format	Set the default value for [File Format] on the [Basic Scan] screen.	Multi page TIFF
Scan Resolution	Set the default value for [Scan Resolution] on the [Basic Scan] screen. You can select from 150dpi, 200 dpi, 300 dpi, 400 dpi, and 600 dpi.	150 dpi
Halftone	Set the default value for [Halftone] on the [Basic Scan] screen.	Binary
Reduce / Enlarge	Set the default value for [Reduce / Enlarge] on the [Basic Scan] screen.	100.0%
Original Type	Set the default value for [Original Type] on the [Image Quality] screen.	Text / Line
Scan Density	Set the default value for [Scan Density] on the [Image Quality] screen.	Normal

Setting item	Notes	Default when shipped form the factory
Background Suppression	Set the default value for [Background Suppression] on the [Image Quality] screen.	On
Contrast	Set the default value for [Contrast] on the [Image Quality] screen.	Normal
Scan Size	Set the default value for [Scan Size] on the [More Features] screen. Select from [Auto Detect], [Custom Size], and [Variable Size].	Auto Select
Edge Erase	Set the default value for [Edge Erase] on the [More Features] screen. Select from [Normal Erase], [Border Erase], and [Edge Erase].	Normal Erase
Scan Start Position	Set the default value for [Scan Start Position] on the [More Features] screen.	0mm
Mirror Image	Set the default value for [Mirror Image] on the [More Features] screen.	Off
Invert Image	Set the default value for [Invert Image] on the [More Features] screen.	Off

Custom Size Buttons



You can set the original sizes shown for [Custom Size] in [Scan Size] in the [More Features] screen.

An original size is assigned to each of the twelve on-screen buttons.

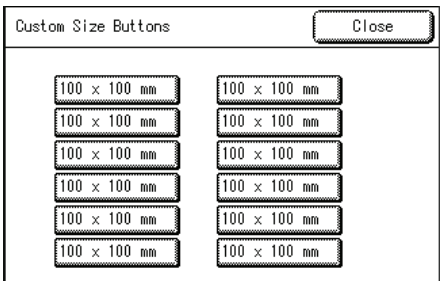
When frequently scanning nonstandard size originals, it is not necessary to enter the original size for each scan, if you preset that size.

To preset a nonstandard size, selecting [Variable Size], set the width from 100 to 432 mm, and the height from 100 to 297 mm, in 1 mm increments.

The factory default value is [100mm x 100mm].

1 Select [Custom Size Button].

2 Select the items to be set or changed.

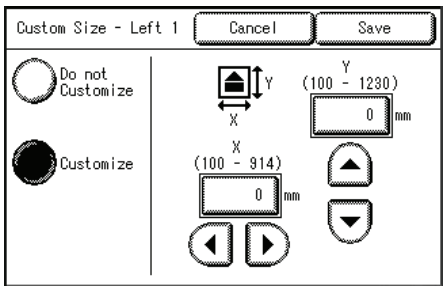


3 Select [Customize].

4 Set the scan size using the numeric keypad or [▲], [▼] [◀][▶].

5 Select [Save].

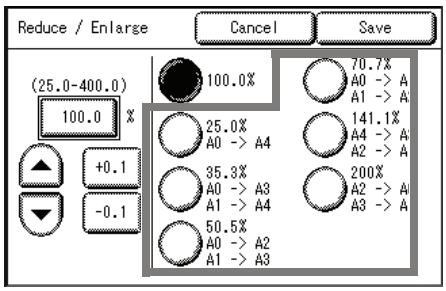
6 Select [Close].



Reduce / Enlarge Buttons

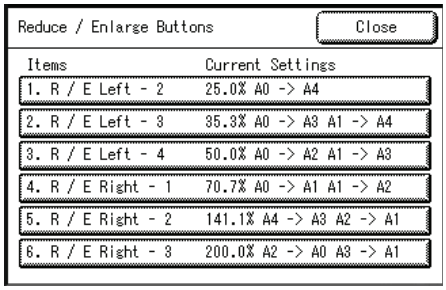
You can set the default value for [Reduce / Enlarge] on the [Basic Scan] screen.

The factory default values are [25.5%], [35.3%], [50.0%], [70.7%], [141.1%] and [200.0%].



1 Select [Reduce/Enlarge Buttons].

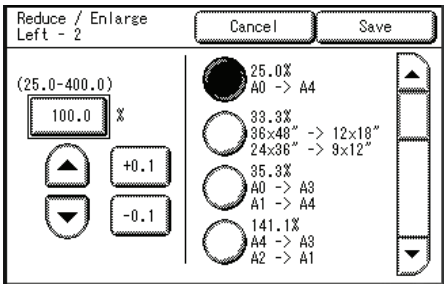
2 Select the items to be set or changed.


Reduce / Enlarge Buttons
Close
Items
Current Settings
1. R / E Left - 2 25.0% A0 -> A4
2. R / E Left - 3 35.3% A0 -> A3 A1 -> A4
3. R / E Left - 4 50.0% A0 -> A2 A1 -> A3
4. R / E Right - 1 70.7% A0 -> A1 A1 -> A2
5. R / E Right - 2 141.1% A4 -> A3 A2 -> A1
6. R / E Right - 3 200.0% A2 -> A0 A3 -> A1

3 Select the setting value.

4 Select [Save].

5 Select [Close].



Detailed Settings

You can set other detailed scan presets. Enter the [Code] and [New Value] parameters using the following table for reference purposes to set up the other system presets.

1 Select [Detailed Settings].

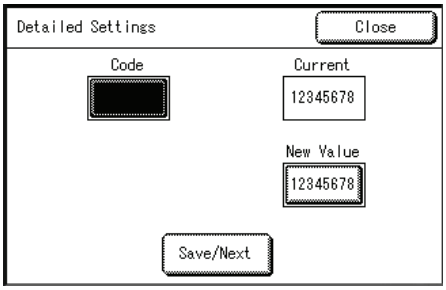
2 Enter [Code].

3 Select [Save/Next].

4 Enter [New Value].

5 Select [Save/Next].

6 Select [Close].



Code	Item	Notes	New Value	Default when shipped form the factory
10	Standard size adjustment		For each size & each resolution: -100 to +100 pixels	Left, right, top and bottom 0 pixel

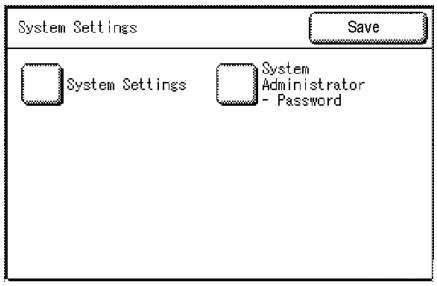
Delete Mailbox

You can delete the mailboxes selected on [Delete Mailbox]. If there are documents in the mailbox, they are all deleted.

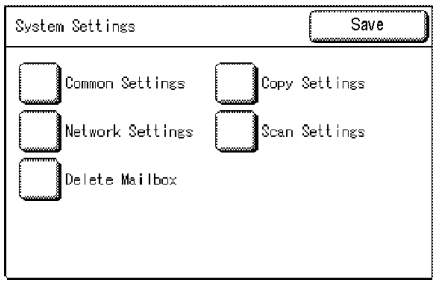
Note • There are two ways to delete a mailbox: a method used from System Administration mode, and a method for ordinary users to use. When deleting a mailbox from System Administration mode, it is not necessary to input password that is set to the mailbox. For information about procedure to delete a mailbox for ordinary user, refer to "Deleting a Mailbox" (P.93).

1 On the [System Settings] screen, select [System Settings].

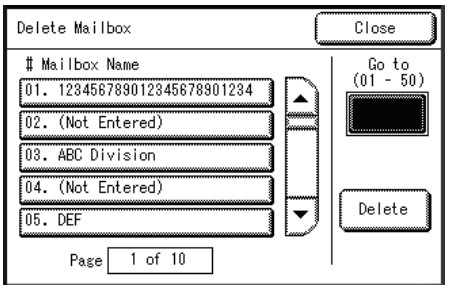
For the method of displaying the [System Settings] screen, refer to "Procedure for Changing System Settings" (P.116).



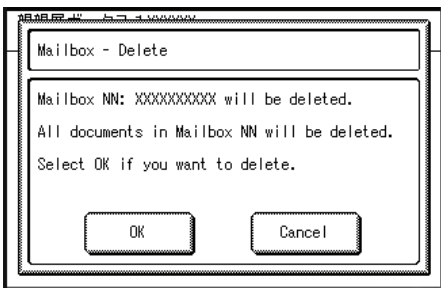
2 Select [Delete Mailbox].



3 Select the mailbox to delete, and select [Delete].



4 Select [OK].


Mailbox - Delete
Mailbox NN: XXXXXXXXXX will be deleted.
All documents in Mailbox NN will be deleted.
Select OK if you want to delete.
OK
Cancel

5 Select [Close].

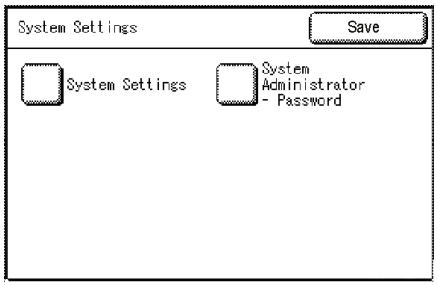
System Administrator - Password

You can change theSystem Administrator password on the [System Administrator - Password] screen.

Note • The default setting of the system administrator password is "11111".

1 Select [System Administrator - Password] on the [System Settings] screen.

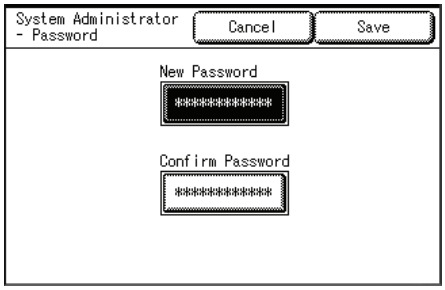
For the method of displaying the [System Settings] screen, refer to "Procedure for Changing System Settings" (P.116).



2 Select [New Password], and enter a new password (5 to 12 digits) using the numeric keypad.

3 Select [Confirm Password], and enter the same password.

4 Select [Save].



8 Machine Status

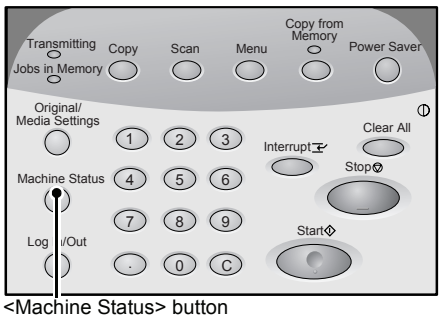
This chapter describes the features for checking the machine status.

- Overview of Machine Status 148
- Machine Information 149
- Billing Meter 151
- Media Status 152

Overview of Machine Status

You can check the machine status and meter readings on the screen.

1 Press the <Machine Status> button.



<Machine Status> button

You can do the following on the [Machine Status] screen.

■Checking the Machine Information

You can check the machine configuration. You can also set the print mode.

For more information, refer to "Machine Information" (P.149).

■Meter Checking

You can check the total printed area.

For more information, refer to "Billing Meter" (P.151).

■Checking Media Status

You can check the media status.

For more information, refer to "Media Status" (P.152).

Machine Information

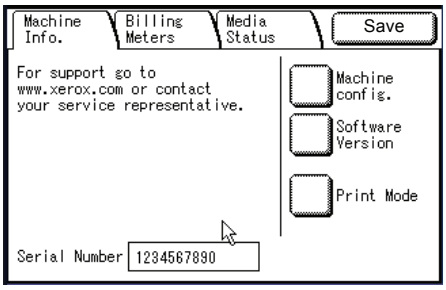
You can check the serial number, machine configuration, and software version on the [Machine Information] screen. You can also set the print mode.

Refer to the following sections for the features in the [Machine Info.] screen.

Machine Configuration 149
Software Version 150
Print Mode 150

1 Press the <Machine Status> button.

2 In the [Machine Info.] screen that appears, you can check the machine information.



■For maintenance and operation support

This indicates how to make maintenance and operating inquiries.

■Serial Number

You can check the machine serial number.

■Machine Configuration

The [Machine Configuration] screen is displayed.

■Software Version

The [Software Version] screen is displayed.

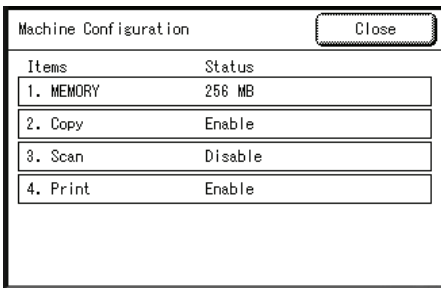
■Print Mode

The [Print Mode] screen is displayed.

Machine Configuration

You can check the machine configuration.

1 Select [Machine Configuration].



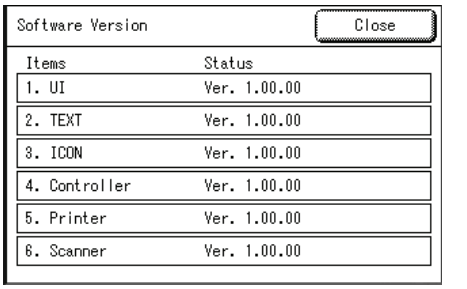
In the [Machine Configuration] screen, you can check the following items.

- MEMORY
- Copy
- Scan
- Print
- PostScript, PDF

Software Version

You can check the software version.

1 Select [Software Version].



You can check the following items on the [Software Version] screen.

- UI
- TEXT
- ICON
- Controller
- Printer
- Scanner

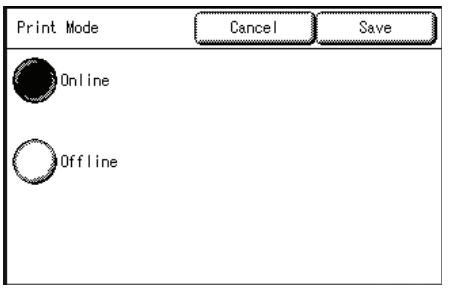
Print Mode

You can set the print mode.

Note • The items appearing vary depending on the options installed.

1 Select [Print Mode].

2 Select [Online] or [Offline].



■Online

The printer can accept data.

■Offline

When the print mode is set to offline, the printer will not accept any more data. The data that had already been received is printed, but no further data can be received after "offline" is selected.

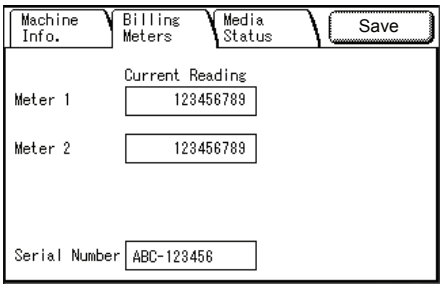
3 Select [Save].

Billing Meter

You can check the total printed area on the [Billing Meters] screen.

1 Press the <Machine Status> button.

2 Select the [Billing Meters] tab.



■Meter 1

The counters for copier and printer are displayed.

METER 1	The total area in units of square feet (or square meters) of paper printed up until now.
METER 2	The total length printed up until now.

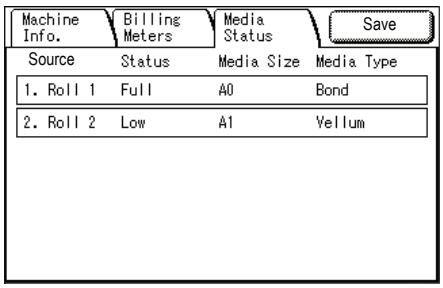
■Serial Number

The machine serial number is displayed.

Media Status

You can check the media status.

1. Press the <Machine Status> button.
2. Select the [Media Status] tab.



■Roll 1, Roll 2

The status is displayed in three degrees: Full, Low, and No Media.

"Low" appears when amount of paper remaining equals about 1/4 full.

9 Maintenance

This chapter describes how to replace consumables and clean the machine.

- Replacing Consumables 154
- Cleaning the Machine 158

Replacing Consumables

The machine comes with the following consumables. We recommend using these consumables because they have been made according to standards that match the specifications of the machine.

Important • The use of consumables not recommended by Xerox may impair quality and performance. Use only consumables recommended by Xerox for the machine.

Type of consumable	Product code	Qty/Box
Toner cartridge	6R1238	1 item/1 box
Waste Toner Bottle	8R13014	1 item/1 box

Note • We recommend having a spare toner cartridge ready.
• The way you order new toner bottles varies depending on your contract.

■Handling Consumables

- Follow the instruction on the packaging when storing consumables.
- When storing toner cartridges, it is best to store them horizontally rather than upright.
- Do not unpack consumables until they are needed. Avoid storing consumables in the following locations:
  - Hot and humid locations
  - Locations close to a fire
  - Locations exposed to direct sunlight
  - Dusty locations
- Before using consumables, carefully read the instructions and precautions on the packaging.
- Check the product code of the consumables and contact your Xerox Customer Support Center to place your orders.
- Follow the disposal instructions for used toner and waste toner bottles.

Loading Toner

When the remaining amount of toner is insufficient, Messages such as the following appear on the touch screen. Solve the problem as instructed in the message, being careful to follow any cautions listed on the toner label.

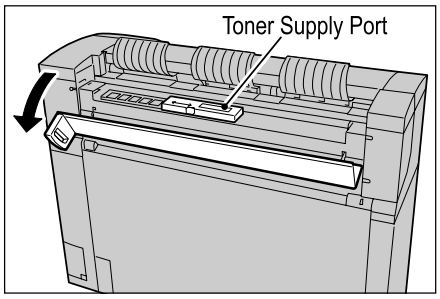
Message	Number of pages*1
Load Toner soon.*2	About 500 pages
Load toner.	-

*1 The number of pages is based on using A4 (⍈) paper. The number of pages that you can copy or print is only an estimate and varies depending on conditions such as the content, paper size, paper type, and the print area coverage.

*2 The "Load Toner soon" and "Ready to copy" messages are displayed alternately.

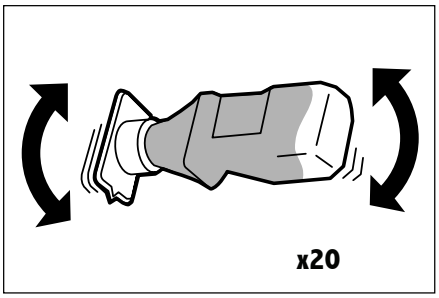
Important • When loading toner, toner may spill and dirty the floor. We recommend laying paper on the floor beforehand.
• When only a small amount of toner remains in a toner cartridge, the machine may stop during printing and display a message. If this happens, load the toner and continue copying or printing.

1 Make sure that the machine has stopped, and open the back cover.



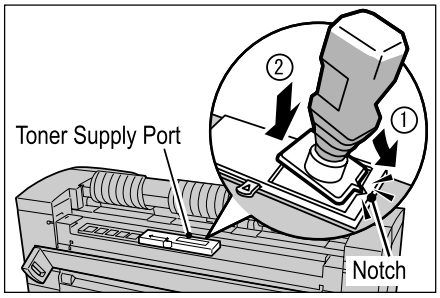
2 Shake the toner cartridge well to load toner smoothly.

Note • You should shake the toner cartridge about 20 times.

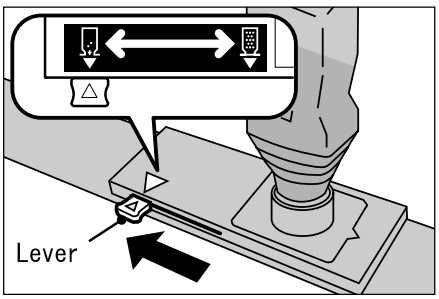


3 Attach the toner cartridge to the toner supply port.

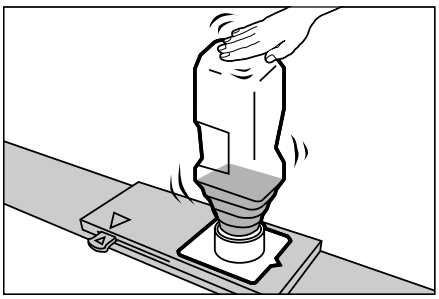
1) Align the notch of the toner cartridge with the right side of the toner supply port.
2) Lower the left side of the toner cartridge, and push the toner cartridge into the toner supply port until it clicks.



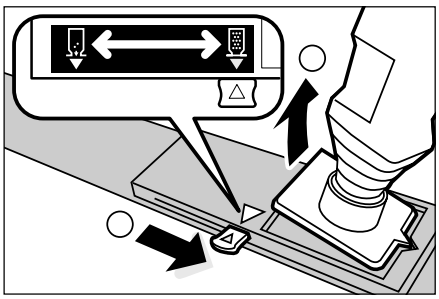
4 Slide the lever to the left, and align it with the triangular symbol.



5 Tap the top of toner cartridge repeatedly until all toner in the cartridge is loaded.



6 Slide the lever to the right, and align it with the triangular symbol.

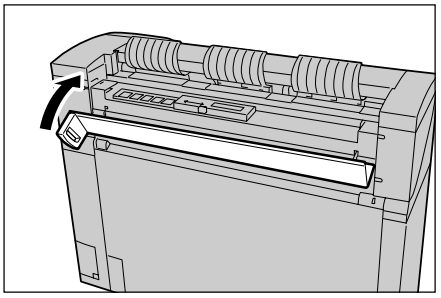


7 Remove the toner cartridge.

Important • Toner may adhere to the bottom face of the toner bottle used. Take care not to get toner on your hands or clothes.

• Follow the instructions provided for disposal.

8 Close the back cover.



Replacing the Waste Toner Bottle

When the waste toner bottle is full, a message appears on the touch screen.

Solve the problem as instructed in the message.

Message	Number of pages*1
Replace the Waste Toner Bottle soon.*2	About 500 pages
Replace the Waste Toner Bottle.	-

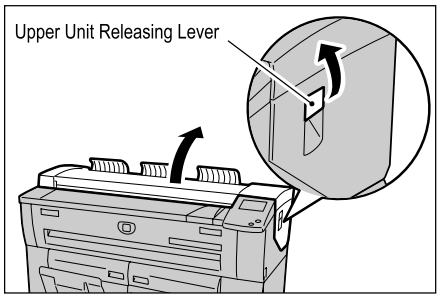
*1 The number of pages is based on using A4 (⍈) paper. The number of pages that you can copy or print is only an estimate and varies depending on conditions such as the content, paper size, paper type, and the computer environment.

*2 The "Replace the Waste Toner Bottle soon" and "Ready to copy" messages are displayed alternately.

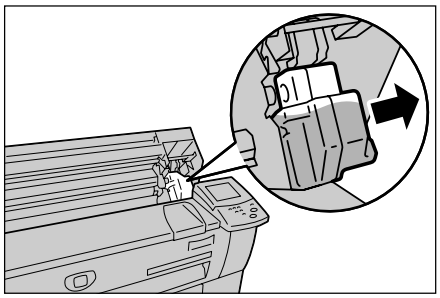
> **⚠ Warning**
>
> • See the warning and special instructions on toner bottle regarding safe handling and disposal.

Important • When replacing the waste toner bottle, toner may spill and dirty the floor. We recommend placing paper on the floor beforehand.

1 Make sure that the machine has stopped, and open the upper unit with the upper unit releasing lever.

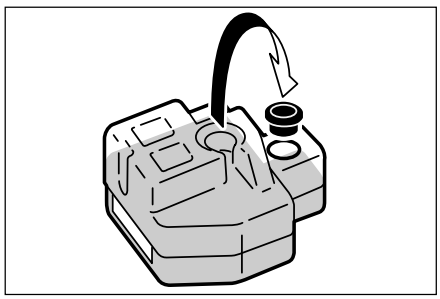


2 Remove the waste toner bottle gently.

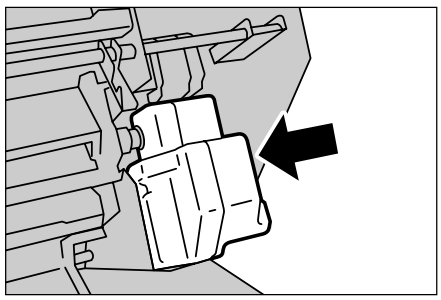


3 Cover the hole of the removed waste toner bottle with the provided cap.

Important • Follow the instructions provided for disposal of the waste toner bottle.

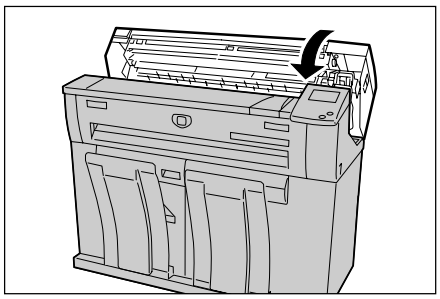


4 Install the new waste toner bottle.



5 Close the upper unit.

Note • If you do not attach the waste toner bottle properly, when closing the upper unit, a message appears and the machine will not come to "Ready".



Cleaning the Machine

The following describes how to clean the machine.

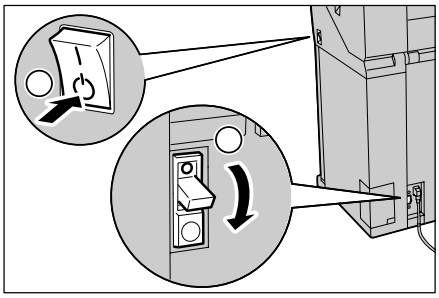
If the reflection plate or glass of the original scanning part is dirty, it may result in occurrence of black lines or grids on entire copies.

Important • Do not use benzene, paint thinner, or other volatile liquids or spray insect repellent on the machine as it may discolor, deform, or crack covers.

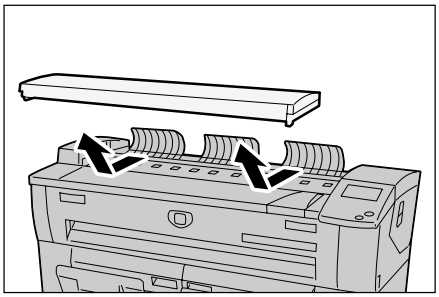
• Cleaning the machine with an excessive amount of water may cause the machine to malfunction or damage originals during copying.

1 Turn off the power switch and the circuit breaker (main power switch) of the machine.

Important • Turn off the power switch and the circuit breaker when cleaning to avoid the risk of electric shock

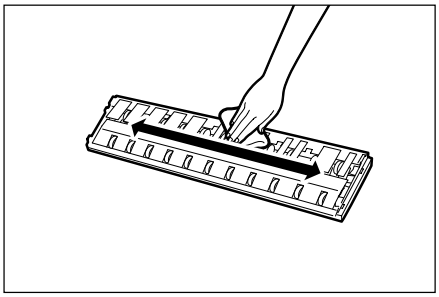


2 Pull the document handler toward you until it stops, and lift it up to remove.



3 Wipe the white reflection plate at the backside of the document handler cover with a clean, dry cloth. If the dirt is difficult to remove, try gently wiping with a firmly wrung soft cloth moistened with a small amount of Xerox lens/glass cleaner. Then, wipe again with a dry cloth.

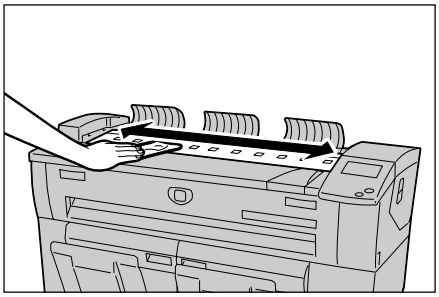
Important • Do not use cleaning agents other than water, a neutral detergent, or Xerox lens/glass cleaner.



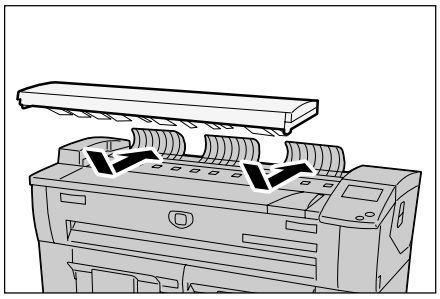
4 Also wipe the scanner glass with a clean, dry cloth. It the dirt does not come off easier, try gently wiping with a moistened soft cloth with a small amount of neutral detergent. Then, wipe with again with a dry cloth.

Important • Use only the cleaning agents mentioned in Step 3.

• If you use excessive force on the glass, it may damage the glass and affect your copies.



5 Replace the document handler.



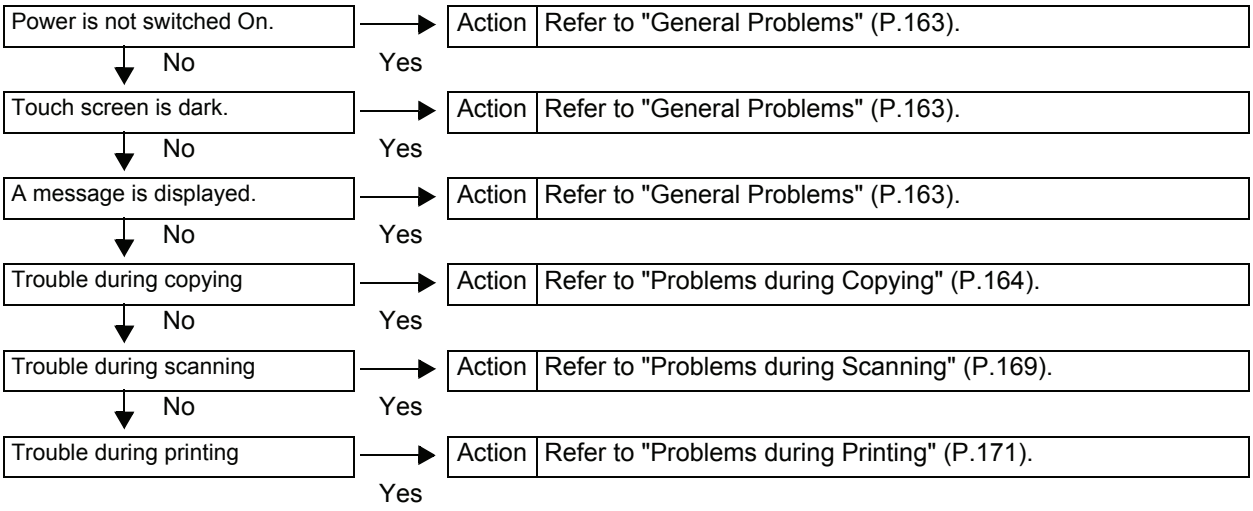
10 Problem Solving

This chapter describes problems that may occur with the machine and the recommended solutions.

- Troubleshooting 162
- General Problems 163
- Problems during Copying.....164
- Problems during Scanning.....169
- Problems during Printing.....171
- Error Messages.....174
- Original Document Jams.....175
- Paper Jams.....176

Troubleshooting

This section describes problems that may occur with the machine and their solutions.
See the following for troubleshooting procedures to solve the problems.



If the machine does not work properly even after performing the troubleshooting recommended above, then contact your Xerox Customer Support Center.

General Problems

If you think a problem is occurring with the machine, check the machine status again.

> ⚠ **Warning**
> The machine contains precision measuring equipment and uses a high-voltage power supply, so never open or remove machine covers that are secured with screws unless specifically instructed in the User Guide because high voltage components can cause electric shock. Always follow the instructions in the User Guide when opening panels or covers that are secured with screws in order to retain your install/reinstall options. Do not attempt to alter the machine or change the parts because it may result in fire or smoke.

Symptoms	Check	Remedy
Power is not switched On.	Is the circuit breaker (main power switch) or the power switch of the machine off?	Turn on the circuit breaker and then the power switch. Refer to "Power On / Off" (P.25).
	Is the power cord plugged into the power outlet?	Turn off the circuit breaker and power switch, and firmly plug in the power cord. Then turn on the circuit breaker (main power switch) and power switch. Refer to "Power On / Off" (P.25).
	Is the power cord disconnected from the machine?	
	Is power of the correct voltage being supplied?	Make sure that the power supply is 120 V (volts), 15 A (amperes) in the U.S., and 220-240 V in Europe. Refer to "Power Connection" (P.15).
Touch screen is dark.	Is the <Power Saver> button on?	The machine is in the Power Saver mode. Press the <Power Saver> button on the control panel to cancel the Power Saver mode. Refer to "Power Saver Mode" (P.27).
	Is [Backlight Off] set to [Off] in the System Settings?	Press any button on the Control Panel or touch the touch screen. For information about backlight off settings, refer to "Auto Clear" (P.124).
	Is the brightness dial set too low?	Use the brightness dial to adjust display brightness. Refer to "Control Panel" (P.21).
A message is displayed.	Did a paper jam occur?	Refer to "Paper Jams" (P.176).
	Did the original jam?	Refer to "Original Document Jams" (P.175).
	Is the message "Please wait..." displayed?	If the message is displayed for more than 3 minutes, contact your Xerox Customer Support Center.

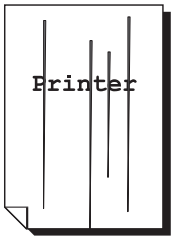
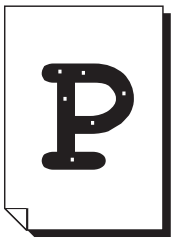
Problems during Copying

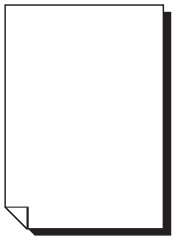
The following helps you solve problems encountered during copying.

Symptoms	Check	Remedy
Copy does not print at the desired size.	Did you select the original size series properly?	Select the original size series properly to match with the original size. Refer to "Size Series Settings for Originals" (P.31).
	Did you select the media size series properly?	Select the media size series properly to match with the media size. Refer to "Media Settings" (P.39).
	Is the original at the correct position?	Load the original correctly. Refer to "Step 3 Scanning the Original" (P.43).
	Is the original guide at the correct position?	Correctly set the original guides. Refer to "Step 3 Scanning the Original" (P.43).
	Is the original folded or bent?	Straighten and properly reset the original. Refer to "Step 3 Scanning the Original" (P.43).
Original does not feed into the original feeder.	Is the original too small?	The minimum size of the original that can be fed is the width 182mm and the length 210mm. Refer to "Usable Originals" (P.30).
Unable to copy using the manual feed tray (Bypass).	Is the paper media loaded in the manual feed tray at the correct position?	Correctly select the paper media. Refer to "Using the Manual Feed Tray (Bypass)" (P.36).
Original is often jammed.	Is the original in good condition?	Insert a usable type of original. Refer to "Usable Originals" (P.30), "Step 3 Scanning the Original" (P.43).
	Is the original too small or too thick?	The minimum size of the original that can be loaded is the width 182mm and the length 210mm. Some thick originals may require removal of the front return guides. Refer to "Usable Originals" (P.30).
A corner of the original is folded.	Is the original curled?	Flatten out the curl and set the original again.

Symptoms	Check	Remedy
Paper media is often jammed or wrinkled.	Is the correct type of paper media used?	Load a correct type of paper media. Refer to "Media Type" (P.32).
	Is the paper media loaded correctly?	Correctly set the paper media. Refer to "Loading Media" (P.34).
	Is the media tray set correctly?	Firmly push in the media tray until it stops to set it correctly. Refer to "Loading Media" (P.34).
	Is the paper media damp?	Replace with paper media from a new ream. Refer to "Loading Media" (P.34).
	Are the media loaded and media settings correct?	Properly set the media size series and media type / weight to match the media loaded. Refer to "Media Settings" (P.39).
	Are there any torn pieces of paper still remaining inside the machine or is there a foreign object in the machine?	Open the front cover or pull out the media tries to remove the torn paper or the foreign object. Refer to "Paper Jams" (P.176), "Loading Media" (P.34).
The copy is dirty.	Is the scanning area of original dirty?	Clean the platen glass. Refer to "Cleaning the Machine" (P.158).
	Is the original printed on colored paper, rough paper or blueprint paper?	Adjust the copy density, image quality, or background suppression. Refer to "Original Type (Selecting the Image Quality Type for the Original)" (P.58), "Copy Density (Adjusting the Copy Density)" (P.59), "Background Suppression (Erasing the Background Color of the Original)" (P.59).
The copy has black lines.	Is the scanning area of original dirty?	Clean the platen glass. Refer to "Cleaning the Machine" (P.158).
The copy is too dark.	Is the copy density set to [Darken]?	Adjust the copy density. Refer to "Copy Density (Adjusting the Copy Density)" (P.59).
The copies are too light.	Is the density of the original too light?	Adjust the copy density. Refer to "Copy Density (Adjusting the Copy Density)" (P.59).
	Is the copy density set to [Lighten]?	
	Is the original type settings correct?	Correctly select the original type again. Refer to "Original Type (Selecting the Image Quality Type for the Original)" (P.58).
	Is the message for load toner displayed?	Load toner. Refer to "Loading Toner" (P.154).
	Is the toner density appropriate?	Adjust the toner density. Refer to "Toner Density" (P.128).

Symptoms	Check	Remedy
Images on the copy are skewed.	Is the original at the correct position?	Set the original correctly. Refer to "Step 3 Scanning the Original" (P.43).
	Is the paper media loaded correctly?	Load the paper media correctly. Refer to "Loading Media" (P.34).
	Is the original guide at the correct position?	Correctly set the original again, and align the edge of the original with the original guide. Refer to "Step 3 Scanning the Original" (P.43).
	Is the media tray set correctly?	Firmly push in the media tray to set it correctly. Refer to "Loading Media" (P.34).
Part of the image is missing on the copy. (smudged, unclear) . 	Is the paper media damp?	If the paper media is damp, either some parts of the copy are not shown or the copy is smudged and unclear. Replace with paper media from a new ream. Refer to "Loading Media" (P.34).
	Is the loaded paper media folded or wrinkled?	Remove the defective paper media and replace with paper media from a new ream. Refer to "Loading Media" (P.34)..
Dirt appears at equal intervals. 	Dirt on the paper feed path.	Copy a few pages.
	Internal components are dirty.	Contact your Xerox Customer Support Center.
Black dots are printed. 	Internal components are dirty.	Contact your Xerox Customer Support Center.

Symptoms	Check	Remedy
Black lines are printed. 	Is the scanning area of original dirty?	Clean the platen glass. Refer to "Cleaning the Machine" (P.158).
	Internal components are dirty.	Contact your Xerox Customer Support Center.
White dots appear in black filled areas. 	Is the correct type of paper media used?	Load appropriate paper media properly. Refer to "Loading Media" (P.34).
	Internal components are dirty.	Contact your Xerox Customer Support Center.
Printed toner smudges when rubbed with your finger. Toner is not fused to the paper. The paper is dirtied with toner. 	Is the paper media damp?	Replace with paper media from a new ream. Refer to "Loading Media" (P.34).
	Is the correct type of paper media used?	Correctly load appropriate paper media. Refer to "Loading Media" (P.34).
	Are the media settings correct?	Correctly select the media settings. Refer to "Media Settings" (P.39).
The entire paper area is printed black. 	A probable cause is some type of internal machine error.	Contact your Xerox Customer Support Center.

Symptoms	Check	Remedy
Nothing is copied. 	Is the original placed face up?	Place the original face down to start.
	A probable cause is an internal machine error.	Contact your Xerox Customer Support Center.
Part of the original image is lost on the copy.	Is the original at the correct position?	Load the original correctly. Refer to "Step 3 Scanning the Original" (P.43).
	Is the paper media loaded correctly?	Load the paper media correctly. Refer to "Loading Media" (P.34).
	Are the copy feature settings such as the copy density, media supply, margin shift, edge erase, and scan onset position correct?	Correctly configure them again.
The copy has shadows.	Is the original pasted together or folded in?	Adjust the copy density and original type settings. Refer to "Copy Density (Adjusting the Copy Density)" (P.59), "Original Type (Selecting the Image Quality Type for the Original)" (P.58).
	Is the original made of highly transparent material?	

Problems during Scanning

The following helps you solve problems encountered during scanning.

Note • Scan features are not available for some models. For more information, contact your Xerox Customer Support Center.

To learn about scan features, click on [Help] in the scan driver screen and refer to the network scan driver's online help.

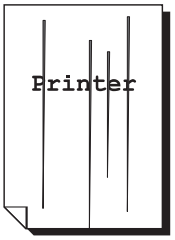
Symptoms	Check	Remedy
Original doesn't feed into the original feeder.	Is the original too small?	The minimum size of the original that can be loaded is the width 182mm and the length 210mm. Refer to "Usable Originals" (P.30).
Original is often jammed.	Is the correct type of original used?	Correctly set a correct type of original. Refer to "Usable Originals" (P.30), "Step 3 Starting a Scan Job" (P.74).
	Are the originals too small?	The minimum size of the original that can be loaded is the width 182mm and the length 210mm. Refer to "Usable Originals" (P.30).
A corner of the original is folded.	Is the original curled?	Flatten out the curl and set the original again.
Scanning is not made at the desired size.	Did you select the original size series properly?	Select the original size series properly to match with the original size. Refer to "Size Series Settings for Originals" (P.31).
	Is the original at the correct position?	Correctly load the original. Refer to "Step 3 Starting a Scan Job" (P.74).
	Is the original guide at the correct position?	Correctly set the original guides. Refer to "Step 3 Starting a Scan Job" (P.74).
	Is the original folded or bent?	Straighten and properly reset the original. Refer to "Step 3 Starting a Scan Job" (P.74).
The scanned image is dirty.	Is the scanning area of original dirty?	Clean the scanning area of original. Refer to "Cleaning the Machine" (P.158).
	Is the original printed on colored paper, rough paper or blueprint paper?	Adjust the scan density, image quality, or background suppression. Refer to "Original Type (Selecting the Image Quality Based on Type of Original)" (P.83), "Scan Density (Adjusting the Scan Density)" (P.84), "Background Suppression (Erasing the Background Color of the Original)" (P.84).
The scanned image has black lines.	Is the scanning area of original dirty?	Clean the scanning area of original. Refer to "Cleaning the Machine" (P.158).
The scanned image is too dark.	Is the scan density set to [Darken]?	Adjusts the scan density. Refer to "Scan Density (Adjusting the Scan Density)" (P.84).

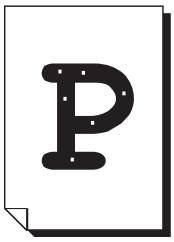
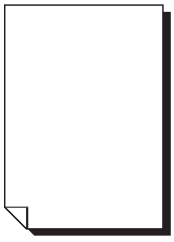
Symptoms	Check	Remedy
The scanned image is too light.	Is the density of the original too light?	Adjust the scan density. Refer to "Scan Density (Adjusting the Scan Density)" (P.84).
	Is the scan density set to [Lighten]?	
	Is the original type settings correct?	Select the original type again correctly. Refer to "Original Type (Selecting the Image Quality Based on Type of Original)" (P.83).
The scanned images are skewed.	Is the original set correctly?	Load the original correctly. Refer to "Step 3 Starting a Scan Job" (P.74).
	Is the original guide at the correct position?	Correctly set the original again, and align the edge of the original with the original guide. Refer to "Step 3 Starting a Scan Job" (P.74).
Part of the original image loses on the scanned image.	Is the original at the correct position?	Load the original correctly. Refer to "Step 3 Starting a Scan Job" (P.74).
	Are the scan feature settings such as the copy density, media supply, margin shift, edge erase, and scan onset position correct?	Correctly configure them again.
The scanned image has shadows.	Is the original pasted together or folded in?	Adjust the scan density and original type settings. Refer to "Scan Density (Adjusting the Scan Density)" (P.84), "Original Type (Selecting the Image Quality Based on Type of Original)" (P.83).
	Is the original made of highly transparent material?	
The scanned image is coarse.	Is the scan resolution too low?	Select a higher resolution. Refer to "Scan Resolution (Selecting the Scan Resolution)" (P.81).
	Did you select the halftone setting properly?	Correctly select the halftone setting. Refer to "Halftone (Selecting the Halftone Type for Scanning the Original)" (P.82).

Problems during Printing

The following helps you solve problems encountered during printing.

Symptoms	Check	Remedy
Unable to print.	Is the circuit breaker or the power switch of the machine off?	Turn on the circuit breaker (main power switch) and the power switch. Refer to "Power On / Off" (P.25).
	Is the print mode [Offline]?	Press the <Machine Status> button, and confirm [Print mode] in the [Machine Status] screen. If [Print Mode] is [Offline], select [Online] in the [Print Mode] screen.
	Is the network cable of the machine disconnected?	Connect the network cable of the machine.
	Does any error occur on the machine?	Check the error message, and follow the instructions to solve the problem.
	Is the network path of the IP address correctly set?	Set the network path of the IP address correctly.
	Is an interrupt operation performing?	Cancel the interrupt operation.
Unable to print using the manual feed tray (Bypass).	Is the specified media size paper loaded correctly?	Load the correct size paper media in accordance with the message appears and print again. Refer to "Using the Manual Feed Tray (Bypass)" (P.36).
Paper media is often jammed or wrinkled.	Is the correct type of paper media used?	Load a correct type of paper media. Refer to "Media Type" (P.32).
	Is the paper media loaded correctly?	Load the paper media correctly. Refer to "Loading Media" (P.34).
	Is the media tray set correctly?	Firmly push in the media tray until it stops to set it correctly. Refer to "Loading Media" (P.34).
	Is the paper media damp?	Replace with paper media from a new ream. Refer to "Loading Media" (P.34).
	Are the media loaded and media settings correct?	Correctly select the media size series and media type to match with the media loaded. Refer to "Media Settings" (P.39).
	Are there any torn pieces of paper still remaining inside the machine or is there a foreign object in the machine?	Open the door of the machine or slide out the media try to remove the torn paper or the foreign object. Refer to "Paper Jams" (P.176), "Loading Media" (P.34).
The prints are too light.	Is the message for load toner displayed?	Load toner. Refer to "Loading Toner" (P.154).
	Is the toner density appropriate?	Adjust the toner density. Refer to "Toner Density" (P.128).

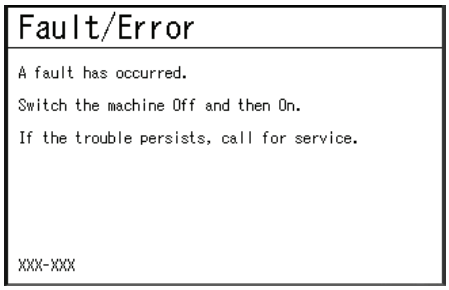
Symptoms	Check	Remedy
Images on the print are skewed.	Is the paper media loaded correctly?	Load the paper media correctly. Refer to "Loading Media" (P.34).
	Is the media tray set correctly?	Firmly push in the media tray until it stops to set it correctly. Refer to "Loading Media" (P.34).
Part of the image is missing on the print. (smudged, unclear) . 	Is the paper media damp?	If the paper media is damp, either some parts of the copy are not shown or the copy is smudged and unclear. Replace with paper media from a new ream. Refer to "Loading Media" (P.34).
	Is the loaded paper media folded or wrinkled?	Remove the defective paper media and replace with paper media from a new ream. Refer to "Loading Media" (P.34).
Dirt appears at equal intervals. 	Dirt on the paper feed path.	Print a few pages.
	Internal components are dirty.	Contact your Xerox Customer Support Center.
The print has black dots. 	Internal components are dirty.	Contact your Xerox Customer Support Center.
The print has black lines. 	Internal components are dirty.	Contact your Xerox Customer Support Center.

Symptoms	Check	Remedy
White dots appear in black filled areas. 	Is the correct type of paper media used?	Load a correct type of paper media. Refer to "Loading Media" (P.34).
	Internal components are dirty.	Contact your Xerox Customer Support Center.
Printed toner smudges when rubbed with your finger. Toner is not fused to the paper. The paper is dirtied with toner. 	Is the paper media damp?	Replace with paper media from a new ream. Refer to "Loading Media" (P.34).
	Is the correct type of paper media used?	Load a correct type of paper media. Refer to "Loading Media" (P.34).
	Are the media settings correct?	Correctly select the media settings. Refer to "Media Settings" (P.39).
The entire paper area is printed black. 	A probable cause is an internal machine error.	Contact your Xerox Customer Support Center.
Nothing is printed. 	A probable cause is an internal machine error.	Contact your Xerox Customer Support Center.
Part of the image is "lost" on the edge of paper.	Was the correct media series used? Does the image exceed the machine's printable area?	Decrease the original print area. Refer to "Specifications" (P.186) "Image loss width".

Error Messages

This section describes how to solve the problem when an error message appears.

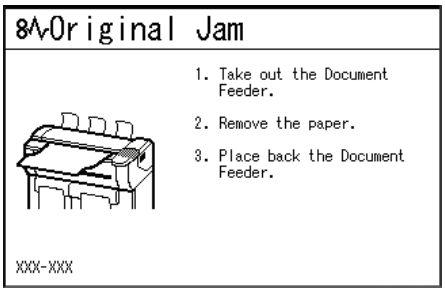
Important • Error messages displayed will vary depending on your particular situation and the error involved.



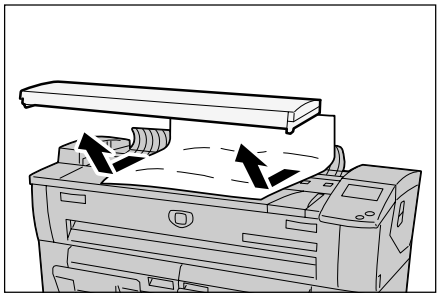
Error Message	Cause and Remedy
A fault has occurred. Switch Off the Machine and then On. (XXX-XXX)	[Cause] An error occurred. [Remedy]Turn off the power, wait until the touch screen goes dark (about 10 sec.), and then turn on power again. If the message persists, record the displayed contents for [(XXX-XXX)]. Switch off the machine immediately, wait for the touch screen to go dark, and contact your Xerox Customer Support Center.
A fault has occurred. Press [Restart] to start recovery. (XXX-XXX)	[Cause] An internal error occurred. [Remedy] Select the [Restart] button on the display. If the error persists, turn off the power (about 10 sec.), then turn on the power again. If the message persists, record the displayed contents for [(XXX-XXX)]. Switch off the machine immediately, wait for the touch screen to go dark, and contact your Xerox Customer Support Center.

Original Document Jams

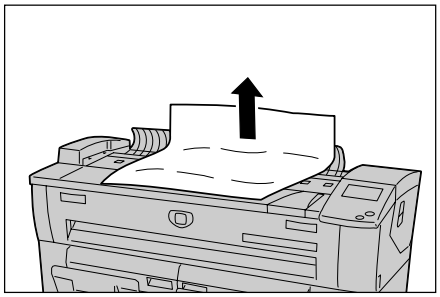
If the orginal gets jammed in the scanner, the machine stops and an error message is displayed on the touch screen. Clear the jammed original according to the instructions displayed, and the reload the original.



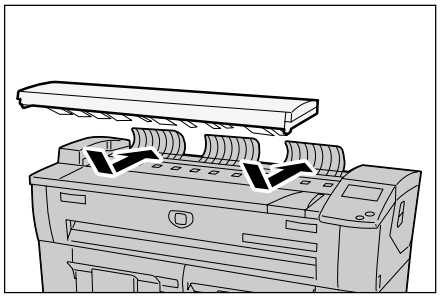
1 Pull the document handler toward you until it stops, and lift up to remove it.



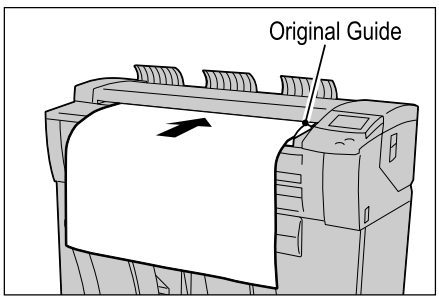
2 Remove the jammed original.



3 Replace the document handler.



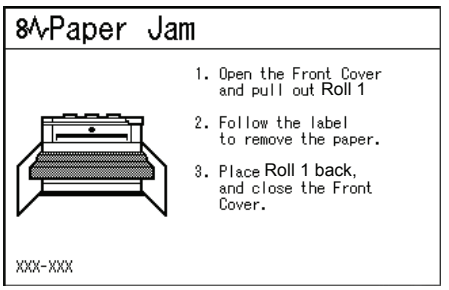
4 Confirm that the original is not torn, folded, and wrinkled, and load the original again according to the message on the touch screen.

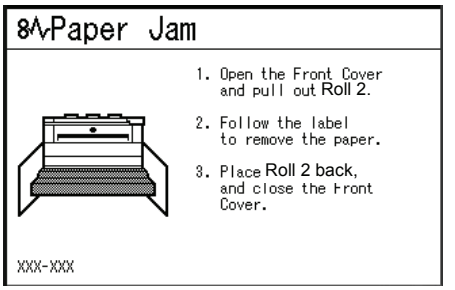


Paper Jams

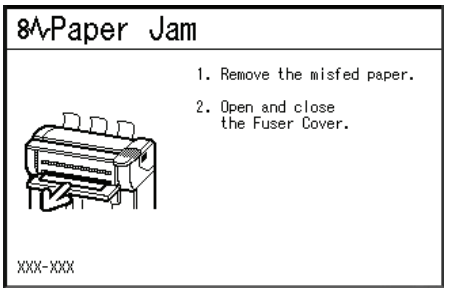
If paper jams occur, the machine stops and an alarm sounds. An error message also is displayed on the touch screen. Remove the jammed paper according to the message displayed.

Paper Jams in Roll 1 or Roll 2 (P.177)

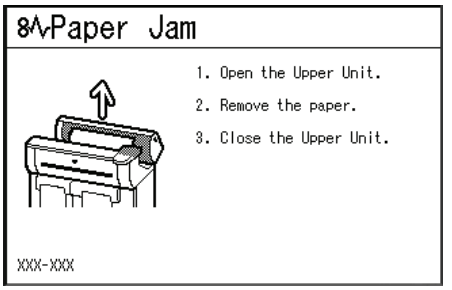

Paper Jam
1. Open the Front Cover and pull out Roll 1
2. Follow the label to remove the paper.
3. Place Roll 1 back, and close the Front Cover.
XXX-XXX

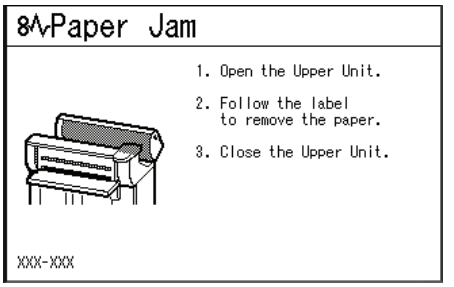

Paper Jam
1. Open the Front Cover and pull out Roll 2.
2. Follow the label to remove the paper.
3. Place Roll 2 back, and close the Front Cover.
XXX-XXX

Paper Jams in Manual Feed Tray (Bypass) (P.179)

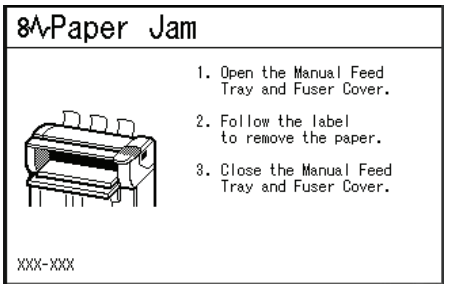


Paper Jams in Upper Unit (P.180)





Paper Jams in Fuser Unit (P.182)


Paper Jam
1. Open the Manual Feed Tray and Fuser Cover.
2. Follow the label to remove the paper.
3. Close the Manual Feed Tray and Fuser Cover.
XXX-XXX

Gently remove the paper taking care not to tear it. If paper is torn while it is being removed from the machine, remove all torn pieces making sure that none remain inside the machine.

If a paper jam message is displayed again after you have cleared the paper jam, paper is probably jammed at another location. Clear this by following the message.

When you have finished cleaning a paper jam, printing is automatically resumed from the state before the paper jam occurred.

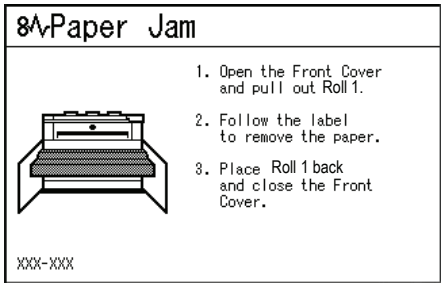
> **⚠ Warning**
>
> When removing jammed paper, make sure that no pieces of torn paper are left in the machine. A piece of paper remaining in the machine potentially cause a fire.
>
> If a sheet of paper is wrapped around the heat roller, or when cleaning a jammed paper that is difficult or impossible to see, do not try to remove it by yourself. Doing so can cause injuries or burns. Switch off the machine immediately, and contact your Xerox Customer Support Center.

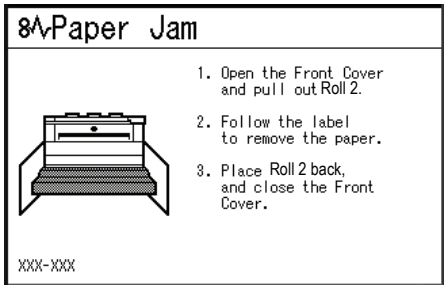
Important
- When a paper jam occurs, paper is sometimes torn and remains inside the machine if you draw out a media tray without checking the paper jam position. This may cause machine malfunctions. Check where the paper jam occurred before remedying the problem.
- If a piece of jammed paper remains inside the machine, the paper jam message will not disappear from the touch screen.
- Paper jams can be cleared with the machine still on. When the power is turned off, all information stored to the machine's memory will be erased.
- Do not touch components inside the machine. This can cause print defects.

Paper Jams in Roll 1 or Roll 2

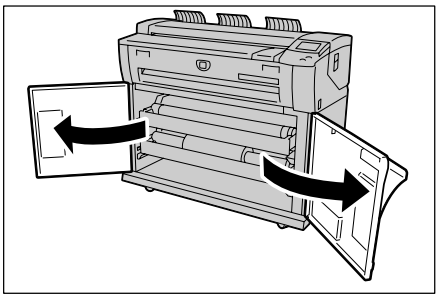
The following describes how to clear paper jams that occur in Roll 1 or Roll 2.

Note • The Roll 2 is optional.

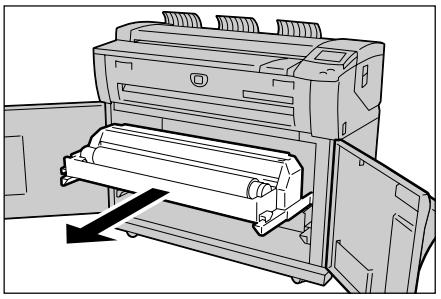

Paper Jam
1. Open the Front Cover and pull out Roll 1.
2. Follow the label to remove the paper.
3. Place Roll 1 back and close the Front Cover.
XXX-XXX


Paper Jam
1. Open the Front Cover and pull out Roll 2.
2. Follow the label to remove the paper.
3. Place Roll 2 back, and close the Front Cover.
XXX-XXX

1 Open the front cover.



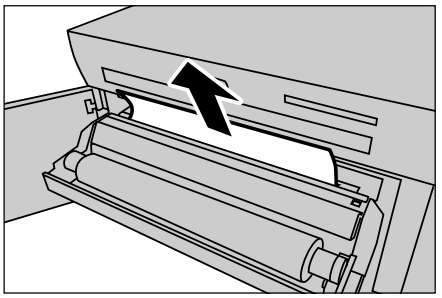
2 Pull out Roll 1 or Roll 2.



3 Check the state of the jammed paper, and remedy as follows.

■When the jammed paper is already cut.

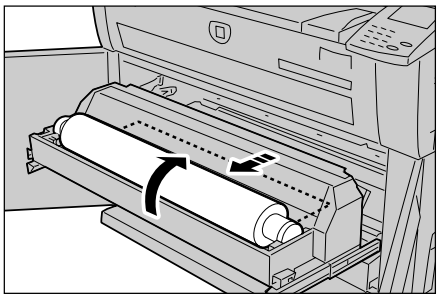
Remove the jammed paper.



Important
- Gently remove the paper taking care not to tear it.
- If paper is torn, check for any torn pieces of paper inside the machine.
- Do not open the Roll 1 cutter cover or Roll 2 cutter cover.

■When the jammed paper is not cut.

Rotate the roll media to reel in the paper. Then, set the roll media again.

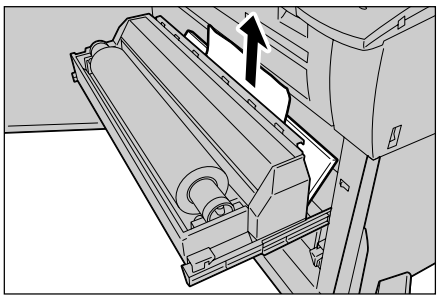


Important
- Gently remove the paper taking care not to tear it.
- If paper is torn, check for any torn pieces of paper inside the machine.

Note
- For the information about how to load the roll media, refer to "Loading Media" (P.34).
- Do not open the Roll 1 cutter cover or Roll 2 cutter cover.
- Manually operate the cutter if necessary. Do not attempt to rewind the roll.

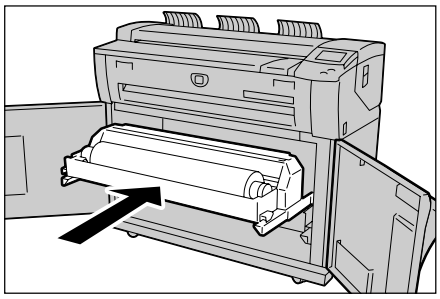
■When the jammed paper is not clearly visible in one of the Rolls, even though the Roll is jammed.

Pull out the appropriate Roll drawer, and remove the jammed paper.

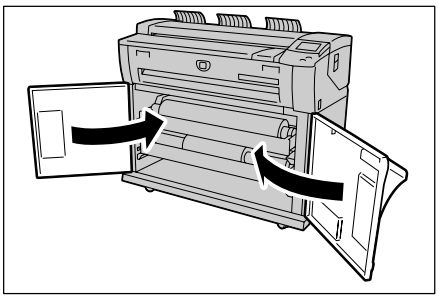


Important
- Gently remove the paper taking care not to tear it.
- If paper is torn, check for any torn pieces of paper inside the machine.
- Do not open the Roll 1 cutter cover or Roll 2 cutter cover.

4 Gently slide Roll 1 or Roll 2 until it is firmly in position.

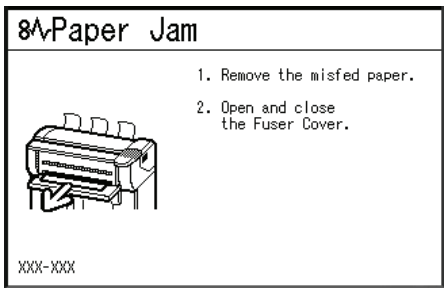


5 Close the front cover.



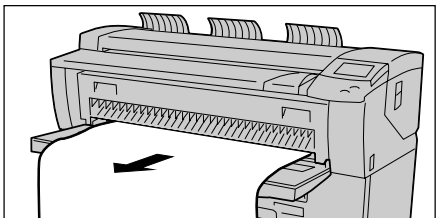
Paper Jams in Manual Feed Tray (Bypass)

The following describes how to clear paper jams that occur in the Manual Feed Tray (Bypass).



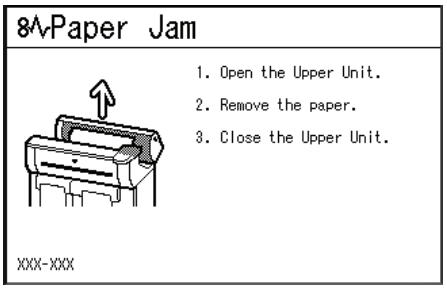
1 Pull the paper toward you gently, and remove it.

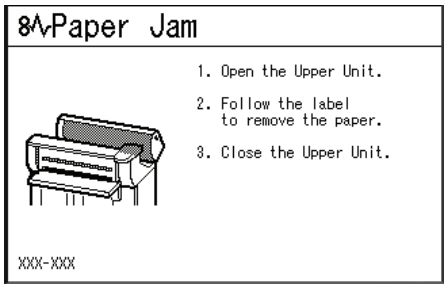
Note • Be careful not to tear the sheet.



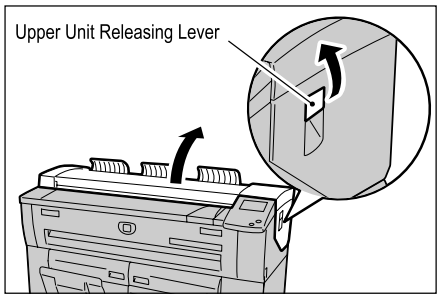
Paper Jams in Upper Unit

The following describes how to clear paper jams that occur in the upper unit.



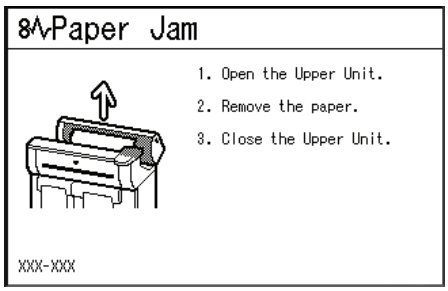


1 Lift up the upper unit release lever to open the upper unit.

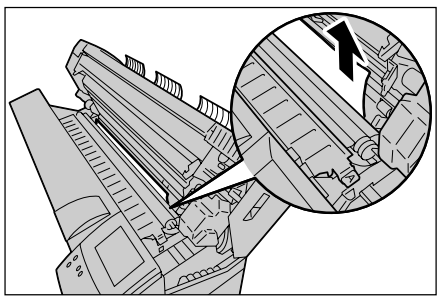


2 Check the state of the jammed paper, and solve the problem as follows.

■The following message is displayed.

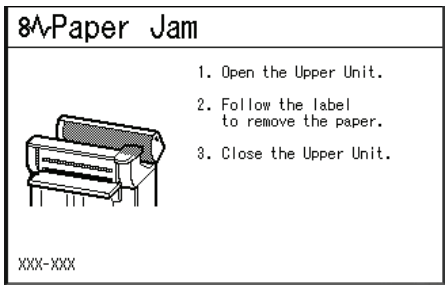


Remove the jammed paper through the opening area from the machine.

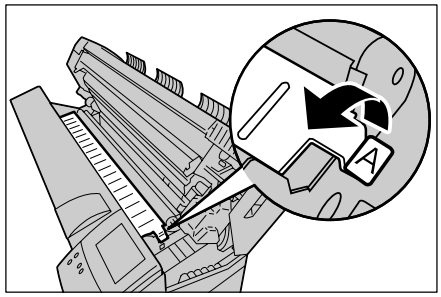


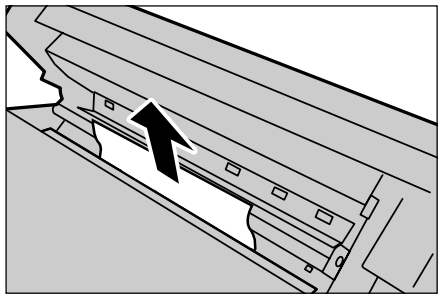
Important
- Never touch a labeled area found on hot or sharp parts. You can get burned or injured.
- Gently remove the paper taking care not to tear it.
- If the paper is torn, make sure to remove all torn paper from the machine.

■The following message is displayed.

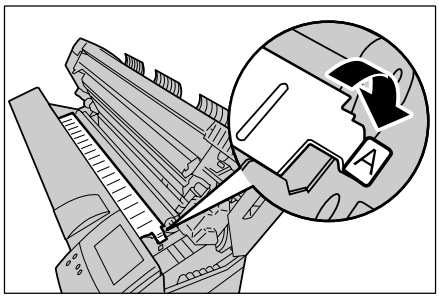


Lift up the green knob (lever [A]), and remove the jammed paper around the paper feed path.

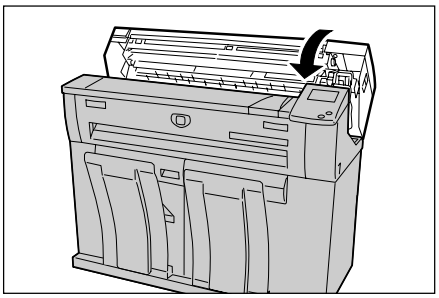




Lower the knob (lever [A]) to its original position.

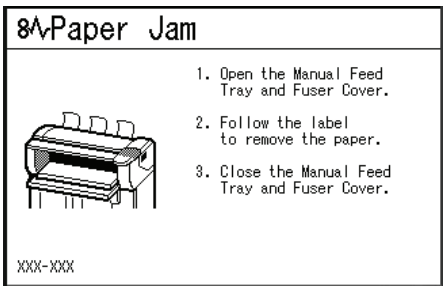


3 Close the upper unit.

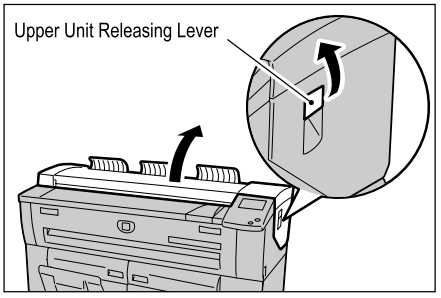


Paper Jams in Fuser Unit

The following describes how to clear paper jams that occur in the fuser unit.


8Paper Jam
1. Open the Manual Feed Tray and Fuser Cover.
2. Follow the label to remove the paper.
3. Close the Manual Feed Tray and Fuser Cover.
XXX-XXX

1 Lift up the upper unit releasing lever to open the upper unit.

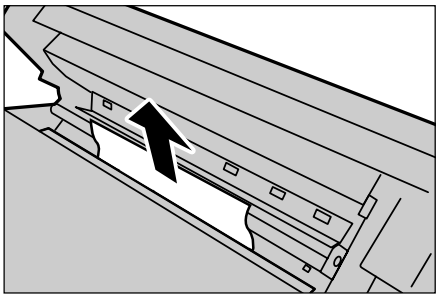


2 Remove the jammed paper through the opening area from the machine.

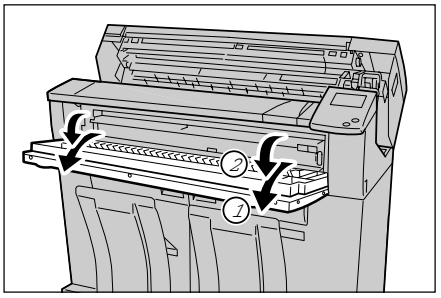
Important • Never touch a labeled area marked as hot or having sharp parts. You can get burned or injured.

• Gently remove the paper taking care not to tear it.

• If the paper is torn, make sure to remove all torn paper from the machine.



3 When the jammed paper is not visible from the opening area, open the manual feed tray and the fuser cover.

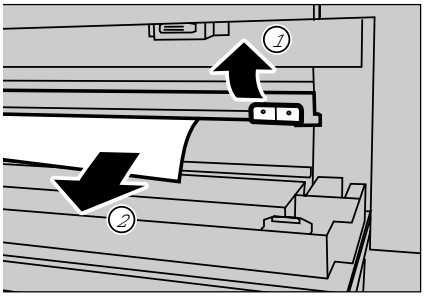


4 Lift up the green lever to hold the baffle, and remove the jammed paper through the output port.

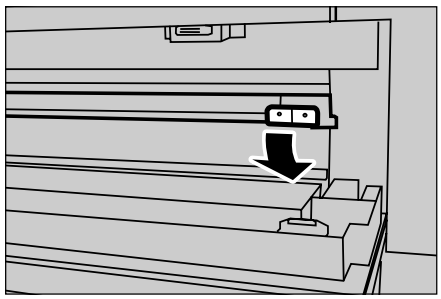
Important • Never touch a labeled area marked as hot or having sharp parts. You can get injured.

• Gently remove the paper taking care not to tear it.

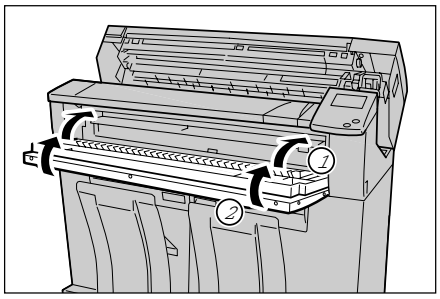
• If the paper is torn, make sure to remove all torn paper from the machine.



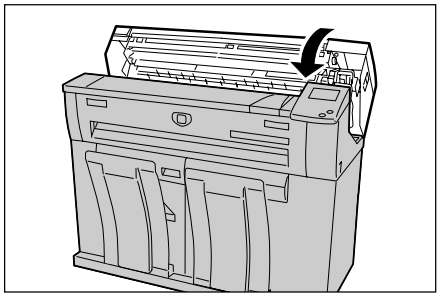
5 Lower the baffle.



6 Close the fuser cover and the manual feed tray.



7 Close the upper unit.



11 Appendix

This chapter contains descriptions about the following:

- Specifications 186
- List of Options 192
- Cautions and Limitations 193

Specifications

This section lists the specifications of the Xerox 6204 Wide Format Solution. In the interests of product development, product specifications and external appearance are subject to change without prior notice.

■Xerox 6204 Wide Format Solution Specifications

Type	Console Type
Recording method	LED exposure, xerographic development system
Development method	Dry development (one component)
Type of photo sensitive material	OPC
Fusing method	Heat roller and pressure roller
Resolution	Data processing resolution :600dpi (23.6dots/mm) X 600dpi (23.6dots/mm) Output resolution :600dpi (23.6dots/mm) X 600dpi (23.6dots/mm)
Continuous copy / print speed at 4D/minute	**US Sizes:** ***Arch:*** E : 2.1 pages/minute D LEF: 4.0 pages/minute D SEF: 2.6 pages/minute C LEF: 4.8 pages/minute C SEF: 4.0 pages/minute B LEF: 6.8 pages/minute B SEF: 4.8 pages/minute A LEF: 8.4 pages/minute ***ANSI:*** E : 2.2 pages/minute D LEF: 4.2 pages/minute D SEF: 2.7 pages/minute C LEF: 5.0 pages/minute C SEF: 4.2 pages/minute B LEF: 7.2 pages/minute B SEF: 5.0 pages/minute A LEF: 8.6 pages/minute **European Sizes:** A0 : 2.1 pages/minute A1 LEF: 4.1 pages/minute A1 SEF: 2.8 pages/minute A2 LEF: 5.1 pages/minute A2 SEF: 4.1 pages/minute A3 LEF: 6.9 pages/minute A3 SEF: 5.1 pages/minute A4 LEF: 8.8 pages/minute **Important** • The speed may be reduced depending on the image quality adjustment. • The performance may be reduced depending on the paper type.

Media size	[1 Roll model] Roll X 1, Manual Feed [2 Roll model] Roll X 2, Manual Feed Width: 210-914mm Length: 210-15000mm(15m) **Note:** Optional memory is necessary for the 15m. Outside diameter of the roll:185mm or less A0, A1, A2, A3, A4, JIS B1, JIS B2, JIS B3, ISO B1, ISO B2, ISO B3, SP.A0 (880mm), SP.A1 (620mm), SP.A2 (440mm), 34 X 44", 22 X 34", 17 X 22", 11 X 17", 8.5 X 11", 36 X 48", 24 X 36", 18 X 24", 12 X18", 9 X12", 30 X 42"
Method to cut roll media	Standard cut, Synchronized cut
Copy media	Roll 1, 2: Bond 20 lb. Premium or Performance Bond (500 ft. roll) 18 lb. Translucent Bond Vellum 20 lb. Performance HPH Vellum Film 4-Mil Zero-Solvent Accu-Image Elite Manual paper feed Cut sheet 8.27" (210 mm) through 36" (914.4 mm) width inclusive of similar type and weight as roll-fed media. Minimum length is 11" (279.4 mm). **Important** • We advise you to use Xerox recommended papers to achieve the best results. Other papers may not perform as well, depending on the printing conditions.
Image loss width	Lead 5mm, Trail 5mm, Right&Left 5mm (When Outside diameter of the roll is 100mm or less: Lead 8mm, Trail 8mm)
Power source	US: AC120V +/- 10%, 13.2A European: 220-240V, 10.0A **Note**: One 20A circuit with 2 receptacles is required for WFCP model.
Power consumption	Standby: 500 W (Printer), 91 W (Scanner) Running: 3.2 KW or less (Printer), 0.26 KW or less (Scanner) **Important** • The energy saving mode refers to "Multifunction device: sleep mode", "Copy: Off mode", "Printer: Regular mode (equivalent to multifunction device's sleep mode) that are defined by the International Energy Star Program.
Warm-up time	2.5 minutes or less (when the room temperature is 72° F / 22° C)
Dimensions	Width 51.6" (1310mm) X Depth 22" (560mm) X Height 43" (1,090mm)
Floor space	Width 99.6" (2,530mm) X Depth 76" (1930mm) X Height 84" (2135mm - clearance from floor to nearest overhead obstruction within the floor space).
Weight (Excluding papers and options)	[1 Roll model] TBD [2 Roll model] TBD **Important** • The weight is without any toners and papers.
Power consumption when circuit breaker (main power switch) is off	Power consumption when circuit breaker is off:0 W Power consumption when circuit breaker is on:1.5 W or less
Heat dissipation	1440 BTU/h (Standby), and 5330 BTU/h (Running)

Note • The machine consumes electricity less than 1.5 watt while the power switch is off. Switching off the circuit breaker or disconnecting the power connector is necessary to cut off the electricity consumption.

■Copy Feature Specifications

Original positioning method	Original transfer type
Original size	Width: 182-914.4mm Length: 210-15000mm(15m) **Important** • The scanning length may vary depending on the memory capacity.
Original Thickness	0.05 - 3.2 mm
Original Type	Text/Line, Text/Photo, Photo, Text / Line (clear)
Scan Resolution	600dpi (23.6dots/mm) X 600dpi (23.6dots/mm)
Copy size	Width: 210-914mm Length: 210-15000mm(15m) **Note** - Optional memory is needed for the 15m. Outside diameter of the roll: 185mm or less A0, A1, A2, A3, A4, JIS B1, JIS B2, JIS B3, ISO B1, ISO B2, ISO B3, SP.A0 (880mm), SP.A1 (620mm), SP.A2 (440mm), 34 X 44", 22 X 34", 17 X 22", 11 X 17", 8.5 X 11", 36 X 48", 24 X 36", 18 X24", 12 X 18", 9 X 12", 30 X 40"
Continuous copy pages	99 sheets **Important** • The machine may pause temporarily to perform an image stabilization process.
Fast copy time	35 seconds or less (with A0 size original at 100%) **Important** • Values may differ by device configuration.
Copy reduction/ enlargement ratio	Same magnification 1:1 +/- 0.4% (when the environmental conditions are: temperature 72°F/22°C, humidity55%) Reduce/enlarge presets: 1:0.250, 1:0.353, 1:0.500, 1:0.707, 1:1.414, 1:2,000 Custom reduction/enlargement ratios 1:0.250 - 1:4.000 (0.1% units)
Copy and scanning original features	Electronic sorter, auto media feeding, auto magnification, background suppression, independent X-Y magnification, magnification fine adjustment (0.1% unit), copy density adjustment (9 levels), scan onset position adjustment, copy position adjustment, top and bottom margin, mirror image, negative image, and copy from memory (additional copy)

■Scan Feature Specifications

Type	Monochrome scanner
Scan Size	Width: 100-914mm Length: 100-15000mm **Note** - Optional memory is needed for the 15m. **Important** • The maximum length may be restricted depending on the software used.
Scan Resolution	600dpi (23.6dots/mm) X 600dpi (23.6dots/mm)
Scan color graduation	Monochrome 2 colors, Pseudo-monochrome gradation
Scan mode	Text/Line, Text/Photo, Photo, Text / Line (clear)

Original scanning speed	76.2mm/second (100%) **Important** • Scanning speed may vary depending on magnification and resolution.
Interface	Ethernet (10Base-T / 100Base-TX)
Scan to mailbox	Supported Protocol :TCP/IP Output format : Monochrome 2 colors :TIFF, PDF, CALS Driver : TWAIN, Wide Scanner Client Tool Supported OS : Windows 98/ME Windows 2000/XP Windows Server 2003

■Print Feature Specifications

Print size	Same as copy size **Important** • The maximum length may be restricted depending on the software used.
Continuous printing speed	Same as continuous copy speed **Important** • The speed is reduced due to the image quality adjustment when [High Precision] is selected for [Print Mode] on the print driver. • The performance may be reduced depending on the paper type used.
Fast print time	55 seconds or less (with A0 size original/1,434KB data)
Memory capacity	Standard:256KB Maximum:1.25GB (when an expanded memory is installed)
Interface	Ethernet (10Base-T /100Base-TX)
Supported protocols	TCP/IP (LPR, FTP), SNMP, Apple Talk
Emulation	HPGL series: HP-GL (in conformity with HP75XX series) HP-GL2/RTL (in conformity with HP Design Jet 650C) Native series: VRF, VCGL, FXMMR Others: TIFF (C6.0), CALS (Type-1), CGM (Version1+PIP Profile)*, PostScript3*, PDF (Version1.4)*, JPEG (JFIF Version 1.02)* **Important** • *Indicates optional.
Supported OS Environments	Windows ME, Windows 2000/XP Windows Server 2003

■Copy/print length

Roll media width / Media type	Standard (256MB)	Expanded memory (512 MB)	Expanded memory (1.25 GB)
A0 width / Bond	9.8 ft. 3,000 mm	25 ft. 7,500 mm	50 ft. 15,000 mm
A1 width / Bond	9.8 ft. 3,000 mm	25 ft. 7,500 mm	50 ft. 15,000 mm
A2 width / Bond	9.8 ft. 3,000 mm	20 ft. 6,000 mm	20 ft. 6,000 mm
A3 width / Bond	9.8 ft. 3,000 mm	20 ft. 6,000 mm	20 ft. 6,000 mm

Roll media width / Media type	Standard (256MB)	Expanded memory (512 MB)	Expanded memory (1.25 GB)
A0 width / Tracing paper, Film	7.8 ft. 2,378 mm		
A1 width / Tracing paper, Film	5.5 ft. 1,682 mm		
A2 width / Tracing paper, Film	3.9 ft. 1,188 mm		
A3 width / Tracing paper, Film	2.8 ft. 840 mm		
36"width / Bond	8.8. ft. 2,700 mm	23 ft. 6,900 mm	50 ft. 15,000 mm

■**Copy Magnification Lists**

Copy / Original	A4	A3	JIS B3	A2	JIS B2	A1	JIS B1	A0
A4	100.0%	141.4%	173.2%	200.0%	245.0%	282.8%	XXX.X %	XXX.X %
A3	70.7%	100.0%	122.5%	141.4%	173.2%	200.0%	XXX.X %	XXX.X %
JIS B3	61.3%	81.6%	100.0%	122.5%	141.4%	163.3%	XXX.X %	XXX.X %
A2	50.0%	70.7%	86.6%	100.0%	122.5%	141.4%	173.2%	200.0%
A1	35.3%	50.0%	61.3%	70.7%	86.6%	100.0%	122.5%	141.4%
A0	25.0%	35.3%	43.3%	50.0%	61.3%	70.7%	86.6%	100.0%

Copy / Original	E	D	C	B	A
ANSI E	100.0%	64.7%	50.0%	32.4%	25.0%
ANSI D	129.4%	100.0%	64.7%	50.0%	32.4%
ANSI C	200.0%	129.4%	100.0%	64.7%	50.0%
ANSI B	258.8%	200.0%	129.4%	100.0%	64.7%
ANSI A	400.0%	258.8%	200.0%	129.4%	100.0%

Copy / Original	E	D	C	B	A
ARCH E	100.0%	66.7%	50.0%	33.3%	25.0%
ARCH D	133.3%	100.0%	66.7%	50.0%	33.3%
ARCH C	200.0%	133.3%	100.0%	66.7%	50.0%
ARCH B	266.7%	200.0%	133.3%	100.0%	66.7%

Copy / Original	E	D	C	B	A
ARCH A	400.0%	266.7%	200.0%	133.3%	100.0%

Copy / Original	AO	A1	A2	A3	A4
IS0 A0	100.0%	70.7%	50.0%	35.4%	25.0%
IS0 A1	141.4%	100.0%	70.7%	50.0%	35.4%
IS0 A2	200.0%	141.4%	100.0%	70.7%	50.0%
IS0 A3	282.8%	200.0%	141.4%	100.0%	70.7%
IS0 A4	400.0%	282.8%	200.0%	141.4%	100.0%

List of Options

The following are the principal options available. To purchase these, contact your Xerox Customer Support Center.

Product name	Notes
Document catch tray	Stores originals that are delivered to the rear of the machine.
Expanded memory (512 MB)	Expands the copy/print length. (Copy/print length: 7.5m)
Expanded memory (1GB)	Expands the copy/print length. (Copy/print length: 15m) This is also necessary to expand data format for PDF/ PostScript.
2nd Roll Kit	To add a second Roll drawer to the machine.
5-D Speed Update	

The following are the principal relevant software.

Product name	Notes
BT-PlotAssistant	Allows you to confirm print status and change attributes from a computer connected to Xerox 6204 Wide Format Solution on a network. You can specify the number of copies and the magnification by dragging and dropping print data on the computer.
Wide Format Scan Service	Makes importing and editing scanned data easier on the Xerox 6204 Wide Format Solution.
Windows-supported print driver	Allows you to print on the Xerox 6204 Wide Format Solution from Windows on a computer.
HDI print driver for AutoCAD	Allows you to print on the Xerox 6204 Wide Format Solution from AutoCAD.
Wide Format Network TWAIN Source (Network Scan Driver)	Allows you to import scanned data from the Xerox 6204 Wide Format Copier/Printer (WFCP) to your computer.

Cautions and Limitations

This section describes a few additional notes and restrictions on the use of the machine. Most of this type of information is contained in the Safety Notes section of Chapter 1 of this User Guide.

Notes and Restrictions on Use of the Machine

■Installing and Moving the Machine

- When moving the machine outside the building, contact your Xerox Customer Support Center.
- When moving the machine, be careful not to touch or do anything that could cause electricity to surge through the machine - as this could damage the machine and cause a shock to the person moving it.
- Do not place things close to the ventilation opening of the extractor fan of the machine.

■Cautions on Operating the Machine

- Do not turn off the circuit breaker (main power switch) immediately after turning the machine on. It may damage the machine memory and cause malfunctions.
- Do not leave the upper unit open for more than ten minutes. It may result in deterioration of the image quality.

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